



## LICENSING SUB-COMMITTEE

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MEETING TO BE HELD IN CIVIC HALL, LEEDS ON

TUESDAY, 18TH AUGUST, 2015 AT 10.00 AM

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### MEMBERSHIP

#### Councillors

- A Khan - Burmantofts and Richmond Hill;  
M Harland - Kippax and Methley;  
G Wilkinson - Wetherby;

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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><b><u>PRELIMINARY PROCEDURES</u></b></p> <p><b>ELECTION OF THE CHAIR</b></p>	
2			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></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><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>1) To highlight reports or appendices which:</p> <p>a) officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>b) To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>c) If so, to formally pass the following resolution:-</p> <p><b>RESOLVED</b> – That the press and public be excluded from the meeting during consideration of those parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information</p> <p>2) To note that under the Licensing Procedure rules, the press and the public will be excluded from that part of the hearing where Members will deliberate on each application as it is in the public interest to allow the Members to have a full and frank debate on the matter before them.</p>	
4			<p><b>LATE ITEMS</b></p> <p>To identify any applications as late items of business which have been admitted to the agenda for consideration</p> <p>(the special circumstances shall be identified in the minutes)</p>	

Item No	Ward	Item Not Open		Page No
5			<p><b>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p> <p><b><u>HEARINGS</u></b></p>	
6	Roundhay		<p><b>"LA PETITE" - APPLICATION FOR THE GRANT OF A PREMISES LICENCE FOR LA PETITE, 39 STREET LANE, ROUNDHAY, LEEDS LS8 1AP</b></p> <p>To consider the report of the Head of Elections, Licensing and Registration on an application received for the grant of a premises licence for La Petite, 39 Street Lane, Roundhay, Leeds, LS8 1AP</p>	1 - 42
7	City and Hunslet		<p><b>"LIVERA" - APPLICATION FOR THE GRANT OF A PREMISES LICENCE FOR "LIVERA", 17 MERRION STREET, LEEDS LS2 8JE</b></p> <p>To consider the report of the Head of Elections, Licensing and Registration on an application received for the grant of a premises licence for Livera, 17 Merrion Street, Leeds, LS2 8JE</p>	43 - 98
8	City and Hunslet		<p><b>"PITA PIT" - APPLICATION FOR THE GRANT OF A PREMISES LICENCE FOR "PITA PIT", 40 WOODHOUSE LANE, LEEDS LS2 8LX</b></p> <p>To consider the report of the Head of Elections, Licensing and Registration on an application received for the grant of a premises licence for "Pita Pit" 40 Woodhouse Lane, Leeds, LS2 8LX</p>	99 - 164

### **Third Party Recording**

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

### **Use of Recordings by Third Parties– code of practice**

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



Report author: Mrs Emma White  
0113 2474095

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

**Report to the Licensing Sub Committee**

**Date: 18th August 2015**

**Subject: Application for the grant of a premises licence for La Petite, 39 Street Lane, Roundhay, Leeds, LS8 1AP**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):      Roundhay		
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 Mr Ali Kanberoglu, for La Petite, 39 Street Lane, Roundhay, Leeds, LS8 1AP

The application is made for a coffee shop and restaurant. The proposed licensable activities are sale by retail of alcohol for consumption on the premises. The hours are noted in 3.3.

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

The application has attracted representations from other persons and responsible authorities.

**1.0 Purpose of this Report**

1.1 To advise Members of an application made under section 17 of the Licensing Act 2003 ("the Act") for a premises licence in respect of the above mentioned premises.

1.2 Members are required to consider this application due to the receipt of representations.

## **2.0 History of Premises**

2.1 This is the first application for a premises licence.

## **3.0 The Application**

3.1 The applicant is Mr Ali Kanberoglu,

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

3.3 In summary the application is for

The initial application was for:-

Sale by retail of alcohol

Everyday 11:00 – 22:00

This was amended following a discussion with the planning department to:-

Sale by retail of alcohol

Everyday 08:00 – 20:00

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

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

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

5.1 The applicant proposes to take specific steps to promote the licensing objectives identified in section “P” of the application form.

## **6.0 Proposed Designated Premises Supervisor**

6.1 Mr Ali Kanberoglu intends to be the Designated Premises Supervisor.

## **7.0 Licensing Hours**

7.1 Members are directed to paragraphs 6.8 to 6.15 of 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.

7.3 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.

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

## **8.0 Location**

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

## **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 A representation was received from West Yorkshire Police in their capacity as a responsible authority.

9.2.2 Any representations submitted may be agreed prior to a hearing. In this instance the operating schedule has been amended to include measures agreed with West Yorkshire Police. A copy of which can be found at Appendix D.

### 9.3 Other representations

9.3.1 The application has attracted representations from other persons and a Ward Councillor.

9.3.2 The licensing section is in receipt of four individual letters of objection. Which are opposed to this application on the grounds of public nuisance. A copy which may be found at Appendix E.

9.3.3 We are also in receipt of a letter of objection from a Ward Councillor. A copy which may be found 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.
- 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 Statement of Licensing Policy



Prem/03638/01

ENTERTAINMENT LICENSING

24 JUN 2015

RECEIVED

(Insert name and address of relevant licensing authority and its reference number (optional))

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 that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

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

I Ali Kanberoglu  
(Insert name(s) of applicant)

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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
La Petite 39 Street Lane Roundhay			
Post town	Leeds	Postcode	LS8 1AP

Telephone number at premises (if any)	[REDACTED]
Non-domestic rateable value of premises	£17,000

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 <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b> Kanberoglu			<b>First names</b> Ali		
I am 18 years old or over				<input checked="" type="checkbox"/>	Please tick yes
Current postal address if different from premises address		La Petite 39 Street Lane Roundhay			
Post town	Leeds		Postcode	LS8 1AP	
<b>Daytime contact telephone number</b>			[REDACTED]		
<b>E-mail address (optional)</b>		[REDACTED]			

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

**(B) OTHER APPLICANTS**

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

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

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
25	06	2015

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

DD	MM	YYYY

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

Currently a coffee shop and restaurant.

Located on a corner location of Street Lane within a very nice neighbourhood. It is a licensed restaurant which serves Mediterranean food to the local neighbourhood.

The premises are on a parade of shops which include a take away, shop and a licensed restaurant.

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

n/a
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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)

- | Provision of regulated entertainment  | Please tick any that apply |
|---|----------------------------|
| a) plays (if ticking yes, fill in box A)  | <input type="checkbox"/>   |
| b) films (if ticking yes, fill in box B)  | <input type="checkbox"/>   |
| c) indoor sporting events (if ticking yes, fill in box C)   | <input type="checkbox"/>   |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)  | <input type="checkbox"/>   |
| e) live music (if ticking yes, fill in box E)   | <input type="checkbox"/>   |
| f) recorded music (if ticking yes, fill in box F)   | <input type="checkbox"/>   |
| g) performances of dance (if ticking yes, fill in box G)  | <input type="checkbox"/>   |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/>   |

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

**Supply of alcohol** (if ticking yes, fill in box J)

**In all cases complete boxes K, L and M**

**A**

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

**B**

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

C

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

**D**

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



**E**

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

**F**

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

**G**

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

# H

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

**I**

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

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)  <b>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</b> (please read guidance note 5)		
Mon	11:00	22:00			
	11:00	22:00			
Tue	11:00	22:00			
	11:00	22:00			
Wed	11:00	22:00			
	11:00	22:00			
Thur	11:00	22:00			
	11:00	22:00			
Fri	11:00	22:00			
	11:00	22:00			
Sat	11:00	22:00			
	11:00	22:00			
Sun	11:00	21:00			
	11:00	21:00			

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

Name <b>Ali Kanberoglu</b>	
Address  <b>La Petite 39 Street Lane Roundhay Leeds</b>	
Postcode	<b>LS8 1AP</b>
Personal licence number (if known) Accreditation no: <b>100/4865/0</b> , Serial Number <b>11081107</b> , issued <b>01 April 2009</b>	
Issuing licensing authority (if known) <b>EDI</b>	

**K**

**L**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
<b>Day</b>	<b>Start</b>	<b>Finish</b>	
<b>Mon</b>	11:00	22:00	
<b>Tue</b>	11:00	22:00	
<b>Wed</b>	11:00	22:00	
<b>Thur</b>	11:00	22:00	
<b>Fri</b>	11:00	22:00	
<b>Sat</b>	11:00	22:00	
<b>Sun</b>			
	11:00	22:00	
			<b>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.</b> (please read guidance note 5)

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

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

I am a responsible licensee for personal alcohol consumption and have held this license for over 5 years. I also have an a3 license for the restaurant which I have held for over 1 year. I have read and understood section 17 of the licensing Act 2003, and abide by these rules through the daily running of my business. I am a mature adult with responsibilities as a business owner. I also have enough employees to meet the demands and expectations of my current and future cliental.

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

When the premises alcohol license is permitted then there will be a strict door policy upon entry into the premises. If there any circumstances where any unreasonable behaviour is displayed by the customer then this will not be tolerated by staff and the customer will be asked to leave. All staff will be trained to abide by the "Are you 25+" rule and ask for relevant identification to confirm age in order to be served alcohol on the premises. All staff will also be trained to ensure the customers drink sensibly upon the premises to avoid drunk and disorderly issues.

**c) Public safety**

As a business owner we work within the neighbouring business and look after each other within the community. We currently operate a neighbouring policy where we look after each other's business. The door policy that will be operated on the premises license will have a polite notice for customers to ensure that we do not disturb any neighbouring businesses or homes within the vicinity.

**d) The prevention of public nuisance**

Upon entry into the premises for alcohol consumption all staff will ask for relevant identification to ensure that we are abiding with the 'Are you 25+?' policies. We currently have good relationships with our current businesses within the neighbourhood. We have a really good cliental within the community who use our business regularly and they are well aware of our expected codes of behaviour.

**e) The protection of children from harm**

We will abide by the ID regulations for under age minors who attempt to purchase alcohol. As previously stated there is a strict door policy which will be enforced by a notice stating that no one under the age of 18 can be served alcohol unless the ID is shown in the evening. Respect and co-operation from the neighbouring businesses regarding moral virtues will be expected by customers.



**Checklist:**


**Please tick to indicate agreement**

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

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING 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	05/06/2015
Capacity	Owner of La Petite.

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

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

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

**Notes for Guidance**

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## Issued premises licences and club certificates within an area



### **PREM/03032/011 - The Thomas Osbourne, Street Lane, Roundhay, Leeds, LS8 1AP**

Sale by retail of alcohol	
Friday & Saturday	10:00 - 00:00
Sunday to Thursday	10:00 - 23:30
Provision of late night refreshment	
Friday & Saturday	23:00 - 00:00
Sunday to Thursday	23:00 - 23:30
Exhibition of a film	
Friday & Saturday	10:00 - 00:00
Sunday to Thursday	10:00 - 23:30
Performance of live music	
Friday & Saturday	10:00 - 00:30
Sunday to Thursday	10:00 - 00:00
Performance of recorded music	
Friday & Saturday	10:00 - 00:30
Sunday to Thursday	10:00 - 00:00

### **PREM/00052/008 - Deer Park, 68 Street Lane, Roundhay, Leeds, LS8 2DQ**

Sale by retail of alcohol	
Thursday to Saturday	10:00 - 00:00
Sunday to Wednesday	10:00 - 23:00
Provision of late night refreshment	
Thursday to Saturday	23:00 - 00:00
Exhibition of a film	
Thursday to Saturday	10:00 - 00:00
Sunday to Wednesday	10:00 - 23:00
Performance of recorded music	
Every Day	00:00 - 23:59

### **PREM/03143/003 - Domino's Pizza, 88 Street Lane, Roundhay, Leeds, LS8 2AL**

Provision of late night refreshment	
Every Day	23:00 - 03:00

### **PREM/01246/003 - 7 Tea One, 71 Street Lane, Roundhay, Leeds, LS8 1AP**

Sale by retail of alcohol	
Monday to Saturday	11:00 - 00:00
Sunday	12:00 - 23:30
Performance of recorded music	
Every Day	00:00 - 23:59

**PREM/00968/004 - Pizza Express, 96 - 98 Street Lane, Roundhay, Leeds, LS8 2AL**

Sale by retail of alcohol	
Monday to Saturday	11:00 - 23:00
Sunday	12:00 - 22:30
Provision of late night refreshment	
Monday to Saturday	23:00 - 00:30
Sunday	23:00 - 00:00
Performance of live music	
Every Day	00:00 - 23:59
Performance of recorded music	
Every Day	00:00 - 23:59

**PREM/02375/008 - Napa, 60-62A, Street Lane , Roundhay, Leeds, LS8 2DQ**

Sale by retail of alcohol	
Every Day	10:00 - 00:00
Provision of late night refreshment	
Every Day	23:00 - 00:00
Exhibition of a film	
Every Day	10:00 - 00:00
Performance of live music	
Every Day	10:00 - 00:00
Performance of recorded music	
Every Day	10:00 - 00:00
Performance of dance	
Every Day	10:00 - 00:00

**PREM/00835/004 - Flying Pizza, 60 - 60A Street Lane, Roundhay, Leeds, LS8 2DQ**

Sale by retail of alcohol	
Monday to Saturday	11:00 - 00:00
Sunday	12:00 - 23:30
Provision of late night refreshment	
Monday to Saturday	23:00 - 00:00
Sunday	23:00 - 23:30

**PREM/02454/003 - AARTI, 90 Street Lane, Roundhay, Leeds, LS8 2AL**

Sale by retail of alcohol	
Every Day	10:00 - 23:00
Performance of recorded music	
Every Day	10:00 - 23:00

**PREM/01351/005 - Wine Rack, 75 Street Lane, Roundhay, Leeds, LS8 1AP**

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

**PREM/01316/003 - McColls, 61 - 63 Street Lane, Roundhay, Leeds, LS8 2DY**

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

**PREM/02457/005 - Co-op, Street Lane, Roundhay, Leeds, LS8 1BD**

Sale by retail of alcohol

Every Day

07:00 - 23:00

**PREM/01805 - Canton Flavour, 53 Street Lane, Roundhay, Leeds, LS8 1AP**

Provision of late night refreshment

Monday to Thursday

23:00 - 23:30

Friday & Saturday

23:00 - 00:00

Sunday

23:00 - 23:30

**PREM/00110 - Daisy Chain, 58 Street Lane, Roundhay, Leeds, LS8 2DQ**

Sale by retail of alcohol

Monday to Saturday

08:00 - 23:00

Sunday

10:00 - 22:30

**PREM/00872/007 - Co-op Village Store, 52 Street Lane, Roundhay, Leeds, LS8 2ET**

Sale by retail of alcohol

Every Day

07:00 - 23:00

**PREM/01490 - Pera Caffe Restaurant Bar, 41 Street Lane, Roundhay, Leeds, LS8 1AP**

Sale by retail of alcohol

Monday to Saturday

11:00 - 00:00

Sunday

12:00 - 23:30

Performance of recorded music

Every Day

00:01 - 00:00

**PREM/01564/V01 - Haley And Clifford, 43 Street Lane, Roundhay, Leeds, LS8 1AP**

Sale by retail of alcohol

Monday to Saturday

08:00 - 23:00

Sunday

10:00 - 22:30

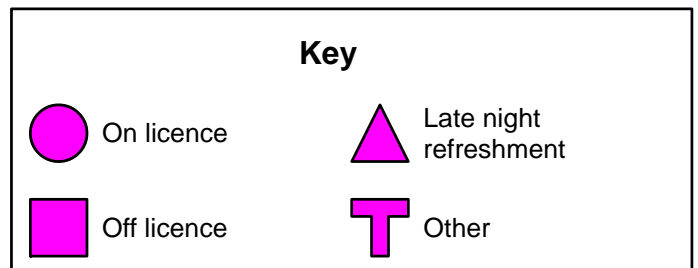
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[REDACTED]

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**From:** Patterson, Bob [REDACTED]  
**Sent:** 14 July 2015 11:32  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: CAFE LA PETITE 39 STREET LANE - NEW PREMISES LICENCE - POLICE REPRESENTATION [NOT PROTECTIVELY MARKED]

Dear Mr Kanberoglu,  
Thanks for your quick response.

Emma,  
Subject to the two agreed measures below appearing as condition of the premises licence if and when it is issued, could you please take this email as official confirmation that West Yorkshire Police now withdraw representations to this application.

Hoping this is to your satisfaction.

Regards.

**Mr Bob Patterson**  
**Leeds District Licensing Officer**  
**Leeds District Licensing Department**  
**Eland Road, Leeds, LS11 8BU**  
**Internal: 50213**  
**External: 0113 3859413**  
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**From:** [REDACTED]  
**Sent:** 13 July 2015 16:23  
**To:** Patterson, Bob; 'Entertainment Licensing'; 'White, Emma'  
**Cc:** Dobson, Lynn; Meryem  
**Subject:** Re: CAFE LA PETITE 39 STREET LANE - NEW PREMISES LICENCE - POLICE REPRESENTATION [NOT PROTECTIVELY MARKED]

Dear Mr Pattison/Emma,

Thank you for your email below. I am more than happy to accept the proposals outlined below by yourself in regards to the consumption and sale of alcohol at La Petite.

I appreciate the update by West Yorkshire Police via email and for your speedy response in regards to my application.

With kind regards,

Ali

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: "Patterson, Bob" [REDACTED]

Date: 13/07/2015 14:31 (GMT+00:00)

To: 'Entertainment Licensing' [REDACTED] "White, Emma"

Cc: "Dobson, Lynn" [REDACTED]

Subject: CAFE LA PETITE 39 STREET LANE - NEW PREMISES LICENCE - POLICE REPRESENTATION [NOT PROTECTIVELY MARKED]

Dear Emma,

Please accept this email as a formal representation to the application made by the premises indicated above.

Dear Mr Kanberoglu,

Thank you for your recent application.

With a view to promoting the licensing objectives, in addition to the measures you have already offered, West Yorkshire Police would recommend the following measures are also added to your licence as conditions if granted:-

- The premises shall be and remain predominantly food led, and
- 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.

If you are agreeable, please reply to this email, and then I shall withdraw the police representations with the council.

Thank you in advance for your cooperation.

Best regards.

**Mr Bob Patterson**

**Leeds District Licensing Officer**

Leeds District Licensing Department

Elland Road, Leeds, LS11 8BU

Internal: 50213

External: 0113 3859413

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

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Archibald, Janice

EW

**From:** Department of Planning  
**Sent:** 10 July 2015 10:30  
**To:** Entertainment Licensing  
**Subject:** FW: PREM/03638/001 | Cafe La Petite 39 Street Lane Roundhay Leeds LS8 1AP

**From:** James Ward [REDACTED]  
**Sent:** 10 July 2015 09:31  
**To:** Department of Planning  
**Subject:** PREM/03638/001 | Cafe La Petite 39 Street Lane Roundhay Leeds LS8 1AP

I am objecting to this licence application. The grounds for my objection are:

**Potential for increased noise**

There is already considerable noise from Napa (a bar on the other side of Street Lane), especially in the summer months, and this will only be exacerbated if the area develops a cluster of licensed premises. La Petite is in a residential street, very close to residential properties. The noise would be unacceptable, especially with customers using the outside seating area at night.

**Potential for increased litter**

There has been a marked increase in litter since this unit changed from operating as a shop to a cafe. On a daily basis, there are paper napkins, sugar sachets, packaging, etc blown into the street from the outside tables

**The applicant is not a suitable person to be a licensee**

Until recently, he was using a domestic bin for his commercial refuse. When visited by Wendy Rogers (Leeds City Council Environment Dept), he lied – claiming he had a commercial refuse contract. Finally, when interviewed under caution, he admitted the truth and was fined £300. I do not trust that someone who is proven to have lied to Council officials is suitable to hold an alcohol licence.

**The unit's planning consent will revert to A1 (Shop) use on 30 September 2015**

The property has consent to operate as A3 (Cafe & Restaurant) on a 2 year temporary basis from 01 October 2013 (documents attached). The change was permitted under the 'Town and Country Planning Act 1990 Town and Country Planning (General Permitted Development) Order 1995 (as amended)', which provides for temporary changes of use without the Council having opportunity to object. I believe the Council will refuse a permanent change of use after 30 September 2015. At that time, the owner will have to cease operating as a cafe. The fact that he's applying for an alcohol licence now, despite that fact it can only used legally for a few weeks, gives me concern that he intends to continue trading without the correct planning permission after the end of September.

James Ward  
 [REDACTED]  
 [REDACTED] Shaftesbury Avenue  
 Leeds  
 LS8 1DT



**White, Emma**

---

**Subject:** FW: LA PETITE, CAFE LA PETITE, 39 STREET LANE, ROUNDHAY, LEEDS, LS8 1AP

**From:** [REDACTED]

**Sent:** 21 July 2015 15:54

**To:** White, Emma

**Subject:** Re: LA PETITE, CAFE LA PETITE, 39 STREET LANE, ROUNDHAY, LEEDS, LS8 1AP

Dear Ms White

Thank you for such a prompt reply

My address is [REDACTED] Shaftesbury Avenue Leeds LS8 1DT

I note the amended hours but believe my concerns are still very relevant and wish to continue with the representation

Thank you for your help

Yours sincerely

Zelia Belfield

Sent from my iPhone

On 21 Jul 2015, at 15:43, White, Emma <[Emma.White@leeds.gov.uk](mailto:Emma.White@leeds.gov.uk)> wrote:

Good Afternoon Mrs Belfield,

In order for us to consider your representation could you please provide your full postal address. Importantly you should note that a full copy of your representation (including your name and address) will be sent to the applicant.

The application has been amended to the hours of everyday 08:00- 20:00 which is in line with their planning permission. With this further information could you please confirm if you wish to continue with the representation once you have provided an address.

Kind Regards

Emma White  
Licensing Officer  
Entertainment Licensing  
Leeds City Council  
Tel: 0113 2474095  
Fax: 0113 2243885  
email: [emma.white@leeds.gov.uk](mailto:emma.white@leeds.gov.uk)  
[www.leeds.gov.uk](http://www.leeds.gov.uk)

**From:** Belliesleeds [REDACTED]  
**Sent:** 21 July 2015 15:33

**To:** White, Emma

**Subject:** Re: LA PETITE, CAFE LA PETITE, 39 STREET LANE, ROUNDHAY, LEEDS, LS8 1AP

Dear Ms White

LICENSING ACT 2003 - APPLICATION FOR THE GRANT OF A PREMISES  
LICENCE FOR:

PREMISES: LA PETITE, CAFE LA PETITE, 39 STREET LANE, ROUNDHAY,  
LEEDS, LS8 1AP

PREMISES LICENCE NUMBER: PREM/03638/001

Thank you for your email. I write to strongly object to this application to grant a premises licence for the following reasons :

The prevention of crime and disorder and public nuisance

There are already a large number of bars, pubs and restaurants in the vicinity of Street Lane and no 39. In the last five years there has been a significant increase in crime and disorder and public nuisance as a consequence of these particularly with late night drinking. This ranges from abusive behaviour with shouting and swearing in the early hours of the morning, vandalism to bins, mugging and car theft. Another licence would add further to these problems and 39 Street Lane adjoins Shaftesbury Avenue, a quiet residential street. Indeed the owner has already started to encroach on Shaftesbury avenue, flouting planning rules, by placing chairs and tables at the top of the road. Clearly they would like to produce another Bar Nappa with a terrace for late night drinking. As we live within 300m of the premises we would urge you to visit the site and see what a deleterious effect granting such a licence would have.

Yours sincerely

Zelia Belfield

Sent from my iPad

White, Emma

---

**From:** Alison House [REDACTED]  
**Sent:** 20 July 2015 12:12  
**To:** White, Emma  
**Subject:** Re: licence application for Cafe la Petite

Thank you  
My address is [REDACTED] Shaftesbury Ave, Leeds LS8 1DR.  
I would like to continue with my representation.  
Serving alcohol 11 to 22hrs is 11 hours.  
Serving alcohol 8 to 20hrs is 12 hours.  
Alison House

On 20 Jul 2015, at 11:24, White, Emma <[Emma.White@leeds.gov.uk](mailto:Emma.White@leeds.gov.uk)> wrote:

**From:** White, Emma  
**Sent:** 20 July 2015 11:23  
**To:** [REDACTED]  
**Subject:** RE: licence application for Cafe la Petite

Good Morning Dr House

I acknowledge receipt of your representation to the above application. Could you please provide your full postal address in order for me to accept this representation.

Further the application for Café La Petite the applicant had reduced their hours to everyday 08:00 – 20:00 in line with their planning permission. They are in the process of applying for an extension to their A3 planning to continue after September. You would need to contact planning on this issue as we only deal with the premises licence application. With this further information could you please confirm if you wish to continue with your representation.

Kind Regards

Emma White  
Licensing Officer  
Entertainment Licensing  
Leeds City Council  
Tel: 0113 2474095  
Fax: 0113 2243885  
email: [emma.white@leeds.gov.uk](mailto:emma.white@leeds.gov.uk)  
[www.leeds.gov.uk](http://www.leeds.gov.uk)

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**From:** [REDACTED]  
**Sent:** 20 July 2015 09:47  
**To:** Department of Planning  
**Subject:** licence application for Cafe la Petite



Premises Licence - new application for the serving of alcohol 11.00 to 22.00 seven days a week

Mr Ali Kanberoglu - Cafe la Petite, 39, Street Lane, Leeds LS8 1AP

Case officer Mrs Emma White

Dear Sir/Madam

I live near Cafe la Petite and I would like to oppose the application for the above alcohol licence.

The situation of this cafe is at the top of a residential street and the granting of an alcohol licence will lead to increased noise to the detriment of families that live nearby. We already have plenty of noise locally from other nearby drinking establishments to contend with. This can be troublesome at night.

I understand that this property has consent to operate as A3 status until Sept 2015 when it will revert to A1 status -application 13/03780/NPD. What therefore are the reasons for applying for an alcohol licence which is only for a few weeks? I think that your planning dept need to clarify this with the applicant so that planning laws will definitely be adhered to.

Yours faithfully

Dr Alison House

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**White, Emma**

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**From:** [REDACTED]  
**Sent:** 21 July 2015 17:01  
**To:** White, Emma  
**Subject:** RE: Comments for Licensing Application PREM/03638/001

Dear Emma

Thank you for the clarification. I still wish to continue with the representation as I think the move from a cafe (originally a shop) to licenced premises is not in keeping with a residential street. The main outside seating area is in Shaftesbury Avenue as opposed to Street Lane.

Regards,

Ann Brown

Sent from Samsung tablet

"White, Emma" <[Emma.White@leeds.gov.uk](mailto:Emma.White@leeds.gov.uk)> wrote:

Good Afternoon Mrs Brown,

The application has been amended to the hours of everyday 08:00- 20:00 which is in line with their planning permission. With this further information could you please confirm if you wish to continue with the representation.

Kind Regards

Emma White

Licensing Officer

Entertainment Licensing

Leeds City Council

Tel: 0113 2474095

Fax: 0113 2243885

email: [emma.white@leeds.gov.uk](mailto:emma.white@leeds.gov.uk)

[www.leeds.gov.uk](http://www.leeds.gov.uk)

**From:** [Planning.Comments@leeds.gov.uk](mailto:Planning.Comments@leeds.gov.uk) [mailto:Planning.Comments@leeds.gov.uk]  
**Sent:** 21 July 2015 15:31  
**To:** White, Emma  
**Subject:** Comments for Licensing Application PREM/03638/001

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 3:31 PM on 21 Jul 2015 from Mrs Ann Brown.

### Application Summary

**Address:** Cafe La Petite 39 Street Lane Roundhay Leeds LS8 1AP  
**Proposal:** Premises Licence - New Application  
**Case Officer:** Mrs Emma White  
[Click for further information](#)

### Customer Details

**Name:** Mrs Ann Brown  
**Email:** [REDACTED]  
**Address:** [REDACTED] Shaftesbury Avenue, Lidgett Park, Leeds, Leeds LS8 1DR

### Comments Details

**Commenter Type:** Neighbour  
**Stance:** Customer objects to the Licensing Application

#### Reasons for comment:

**Comments:** 3:31 PM on 21 Jul 2015 The premises are situated in a residential area with the boundaries of the outside seating area a few metres away from my address. The noise from this can already be heard but is not an issue due to current opening hours. Such a level of noise until 10.00 pm would not be tolerable and could well be louder due to the alcohol consumption. We already have the noise from Napa but the Street Lane traffic does to an extent serve as a barrier. I also have concerns about the potential for anti-social behaviour in a residential area. I believe that Napa employ "bouncers" to both control and deter such behaviour. I also expect that there may well be an increase in the litter problem we experience regularly with any extension to opening hours.

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White, Emma

**From:** Planning.Comments@leeds.gov.uk  
**Sent:** 17 July 2015 10:45  
**To:** White, Emma  
**Subject:** Comments for Licensing Application PREM/03638/001

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 10:44 AM on 17 Jul 2015 from Mr Bill Urry.

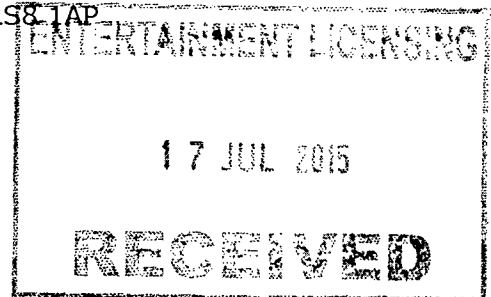
### Application Summary

**Address:** Cafe La Petite 39 Street Lane Roundhay Leeds LS8 1AP

**Proposal:** Premises Licence - New Application

**Case Officer:** Mrs Emma White

[Click for further information](#)



### Customer Details

**Name:** Mr Bill Urry

**Email:** [REDACTED]

**Address:** Labour Group Office, Civic Hall, Leeds, Leeds LS1 1UR

### Comments Details

**Commenter Type:** Councillor

**Stance:** Customer objects to the Licensing Application

**Reasons for comment:**

**Comments:** 10:44 AM on 17 Jul 2015 i have serious concerns about this application, which in my view could raise issues of public nuisance by creating an additional outlet for alcohol in an area that is already over supplied with such outlets. There is already the Thomas Osborne Pub, the nearby Deer Park, and a few hundred yards away, the Roundhay Fox. Other local outlets include an off licence, Sainsbury's, and several restaurants. There has been a gradual change in the nature of local businesses over recent years so that increasingly the focus has shifted from daytime retail, to evening entertainment with alcohol. But this remains an intensely residential area immediately away from Street Lane. The premise is currently used as a cafe although the short term change of use expires on 30 September when it must revert to a retail shop. Allowing a licence for the sale of alcohol would change the character of the business and mean that alcohol was served very close to residential premises on both side of Shaftesbury Avenue creating problems for neighbours. I would ask that this is rejected.

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Report author: Mr Shaam Amin  
0113 2474095

## Report of the Head of Elections, Licensing and Registration

### Report to the Licensing Sub Committee

Date: 18th August 2015

Subject: Application for the grant of a premises licence for Livera 17 Merrion Street, Leeds, LS2 8JE

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

### Summary of main issues

This is an application for the grant of a premises licence, made by Mr Mercourios Markinakis, for Livera 17 Merrion Street, Leeds, LS2 8JE

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

The application has attracted representation from an responsible authority.

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

## **1.0 Purpose of this Report**

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

## **2.0 History of Premises**

- 2.1 This is the first application for a premises licence.

## **3.0 The Application**

- 3.1 The applicant is Mr Mercourios Markinakis
- 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 off the premises only

11:00 until 00:00 hrs Every Day

Times when the premises will be open the public:

11:00 until 00:00 hrs Every Day

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

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

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

## **6.0 Proposed Designated Premises Supervisor**

- 6.1 Mr Mercourios Makrinakis intends to be the Designated Premises Supervisor.



## **7.0 Licensing Hours**

- 7.1 Members are directed to paragraphs 6.8 to 6.15 of 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.
- 7.3 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.
- 7.4 A list of premises in the local area and their licensed hours and activities is provided at appendix C.

## **8.0 Location**

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

## **9.0 Cumulative Impact Policy**

- 9.1 The premises are located within the Cumulative Impact City Centre – Amber Area
- 9.2 Cumulative impact means the potential impact on the promotion of the licensing objectives due to the significant number of licensed premises concentrated in one area.
- 9.3 An applicant wishing to obtain a new licence for premises falling within any of the cumulative impact areas must identify, through the risk assessment process and/or the operating schedule, the steps they intend to take so that the council and responsible authorities can be satisfied that granting a new licence would not add to the impact already being experienced.
- 9.4 Details of the cumulative impact policy specific to City Centre and an outline of the evidence behind the reason for setting this policy is attached at Appendix E.
- 9.5 Members are directed to paragraphs 7.51 to 7.54 of the Statement of Licensing Policy which provides examples of how an application may be considered exceptional and the matters that the council would not normally take into consideration.

## **10.0 Representations**

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

### **10.2 Representations from Responsible Authorities**

10.2.1 Representation has been received from West Yorkshire Police in their capacity as an responsible authority.

10.2.2 The representations from West Yorkshire Police remain as a matter for member's consideration. A copy of which may be found at Appendix F.

### **10.3 Other representations**

10.3.1 There are no other representations.

## **11.0 Options Available to Members**

11.1 The Licensing Sub Committee must take such of the following steps as it considers appropriate for the promotion of the licensing objectives:

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

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

## **12.0 Background Papers**

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

Prem/03636/001



**PREM1**

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

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

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

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

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

**Part 1 – Premises Details**

Postal address of premises or, if none, ordnance survey map reference or description <u>17 MERRION STREET</u>	
Post town <u>LEEDS</u>	Post code <u>LS2 8UE</u>

Telephone number of premises (if any)

[Redacted telephone number]

Non domestic rateable value of premises

£ 4,000

**Part 2 – Applicant Details**

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

- a) an individual or individuals\*
- b) a person other than an individual\*
  - i. as a limited company
  - ii. as a partnership
  - iii. as an unincorporated association or
  - iv. other (for example a statutory corporation)
- c) a recognised club
- d) a charity

Please tick as appropriate **APR 2015**

please complete section (A)

please complete section (B)

please complete section (B)

please complete section (B)

please complete section (B)

please complete section (B)

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

HERCURIOS

MARRINAKIS

Please tick yes

I am 18 years old or over

Current postal address if different from premises address

Post Town

Daytime contact telephone

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

**Part 3 Operating Schedule**

When do you want the premises licence to start?

Day		Month		Year		
0	1	0	8	2	0	15

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)

SALE OF ALCOHOL CIGARETTES NEWS  
PAPER (GENERAL GOOD)

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

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)</b>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>		Both	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)		
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

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

# C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
<b>Day</b>	<b>Start</b>	<b>Finish</b>	State any seasonal variations for indoor sporting events (please read guidance note 4)
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			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)

# D

<b>Boxing or wrestling entertainment</b> Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	Both <input type="checkbox"/>		
Mon			Please give further details here (please read guidance note 3)		
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

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

# F

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

# G

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

# H

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

**I**

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

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption on or off the premises or both – please tick (please read guidance note 7)	On the premises	<input type="checkbox"/>			
				Off the premises	<input checked="" type="checkbox"/>			
				Both	<input type="checkbox"/>			
<b>Day</b>	<b>Start</b>	<b>Finish</b>	State any seasonal variations for the supply of alcohol (please read guidance note 4)					
Mon	11 AM	12 AM						
Tue	11 AM	12 AM						
Wed	11 AM	12 AM				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	11 AM	12 AM						
Fri	11 AM	12 AM						
Sat	11 AM	12 AM						
Sun	11 AM	12 AM						

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

Name      M E R C U R I O      M A K R I   M A K R I S

Ad

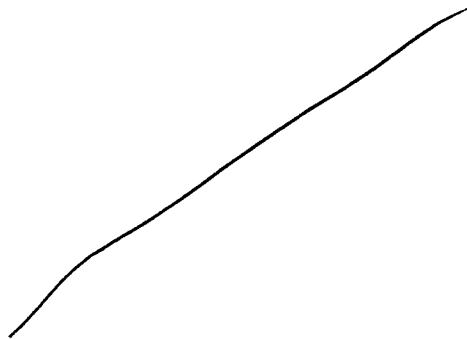
Po

Pe

Iss

**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)

A hand-drawn diagonal line, starting from the lower-left and extending towards the upper-right, crossing the section.

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	11	19.00	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	11.00	19.00	
Wed	11.00	19.00	
Thur	11.00	19.00	
Fri	11.00	19.00	
Sat	11.00	19.00	
Sun	11.00	19.00	

# 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)

As Per Form

b) The prevention of crime and disorder

LI

c) Public safety

LI

d) The prevention of public nuisance

LI

e) The protection of children from harm

LI

**Checklist**

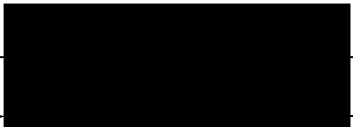
Please tick to indicate agreement

- 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		
Capacity	owner	

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

Signature	
Date	
Capacity	

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

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)	

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

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

I [ MERCOURIOS MARRINAKIS ] of  
*full name of prospective premises supervisor*

[ [REDACTED] ]  
*home address of prospective premises supervisor*

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

[.....] by [ M. MARRINAKIS ]  
*type of application* *name of applicant*

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

[ 17 MERRION STREET LS2 8JE ] and any  
*name and address of premises to which the application relates*  
premises licence to be granted or varied in respect of this application made by

[ M MARRINAKIS ] concerning the supply of alcohol at  
*name of applicant*

[ 17 MERRION STREET LS2 8JE ]. I also  
*name and address of premises to which application relates*  
confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

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

Personal licence issuing authority  
[ Leeds City Council ]  
*insert name and address and telephone number of personal licence issuing authority, if any*

[ [REDACTED] ] signed

[ M. MARRINAKIS ] name (please print)

[ 14-06-2014 ] dated



# Licensing Act 2003

## Proforma Risk Assessment V7

Please complete the details below:

Applicant name:	MERCURIOS	MAKRINAKIS
Business name:	LIVE RA	
Business address:	17 MERRION STREET LEEDS	
	LS	Postcode: LS2 8JE

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

Suggested measures	Code	✓
The minimum number of door supervisors for the premises is _____ Please specify days and hours door supervisors operate on the premises.	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 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"> <li>• a search will be conducted as a condition of entry to premises;</li> <li>• Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register.</li> <li>• Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; or appears to be under the influence of drugs.</li> <li>• entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances</li> </ul>	7PF029	

## Communication

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

Suggested measures	Code	✓
There will be a communication link via radio to other venues in the city centre. This will be the system recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police	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 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 type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you use plastic or toughened polycarbonate (or similar) drinking glasses/bottles when necessary?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<u>Alcohol Designated Public Places Orders</u>	
If your premises are in the area of an Alcohol Designated Public Places Order (DPPO), do you prominently display notices advising customers of the Order and its effects?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

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

<u>Membership of a Recognised Body</u>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" 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 checked="" type="checkbox"/>
<u>Exclusion from Premises</u>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you operate a system of excluding customers who are known to cause problems?	
If YES:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• is this your own system or	
• a system run by a local licensees body	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

<u>Dispersal Policy</u>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input 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 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 _____	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 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 type="checkbox"/> |
| • Suspended decorations/lights/amplification systems | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |
| • Guarding to stairs/balconies/landings/ramps        | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |
| • Condition of floor surfaces                        | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |
| • Provision of safety glazing                        | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |

Suggested measures	Code	✓
Regular safety checks of guarding to stairs, balconies, landings and ramps will be undertaken, and a supervision policy will be maintained to prevent people from inappropriate behaviour, including climbing which may lead to a fall from height.	7PF071	
Safety glass that is impact resistant or shielded to protect it from impact will be used in all areas where the public may come into contact with it.	7PF072	
A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.	7PF073	

## Fire Safety

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

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

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

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

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

Suggested Measures	Code	✓
The premises have a current Fire Risk Assessment	7PF074	

### Refreshments

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

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

### First Aid

Do you have staff trained in First Aid?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES, please state numbers _____	
Do you provide facilities for treatment of minor injuries (e.g. First Aid box)?	YES <input 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 type="checkbox"/> N/A <input type="checkbox"/>

Suggested measures	Code	✓
A suitably trained First Aider or appointed person will be provided at all times when the premises are open.	7PF076	
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	
A procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.	7PF080	

## Special Effects

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

If yes, please give details :

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 services 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 <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES, please identify the steps taken to prevent nuisance caused by litter:	
.....	
.....	
<ul style="list-style-type: none"> <li>• Provision of litter bins <span style="float: right;"><input type="checkbox"/></span></li> <li>• Display of notices to customers <span style="float: right;"><input type="checkbox"/></span></li> <li>• Warnings/advice on packaging <span style="float: right;"><input type="checkbox"/></span></li> <li>• Instructions to staff to periodically clear litter from the street around the premises <span style="float: right;"><input type="checkbox"/></span></li> <li>• Other (please specify) ..... <span style="float: right;"><input type="checkbox"/></span></li> </ul>	

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 <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES what steps do you take to ensure that the procedure(s) works?	
Page 75	

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

Suggested measures	Code	✓
People under 18 (including staff) will not be admitted to the premises at any time when entertainment of a sexual or adult nature is being provided.	7PF098	
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 type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
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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 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 type="checkbox"/>
If yes are the children unaccompanied or supervised by staff without parental presence (including where parents are elsewhere in the licensed premises).	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you provide young persons discos or similar entertainment?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Suggested measures	Code	✓
The PLH/DPS will ensure that an adult supervisor is stationed in the area(s) or levels which are occupied by children. The supervisors will be placed in the vicinity to exits to the premises. There will be one supervisor per 50 children at all times.	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? If YES state measures used:	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Are your premises located near any adult orientated premises e.g. an adult retail sex shop or amusement arcade?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

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	

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## Issued premises licences and club certificates within an area

<b>PREM/03480/002 - Casa Colombiana Ltd, 6 Grand Arcade, Leeds, LS1 6PG,</b>	
Sale by retail of alcohol	
Monday to Saturday	10:00 - 00:00
Sunday	11:00 - 00:00
Provision of late night refreshment	
Every Day	23:00 - 00:00
Performance of live music	
Monday to Friday	07:30 - 00:00
Saturday	09:00 - 00:00
Sunday	10:00 - 00:00
Performance of recorded music	
Monday to Friday	07:30 - 00:00
Saturday	09:00 - 00:00
Sunday	10:00 - 00:00
Performance of dance	
Every Day	10:00 - 00:00
Entertainment similar to live music, recorded music or dance	
Monday to Friday	07:30 - 00:00
Saturday	09:00 - 00:00
Sunday	10:00 - 00:00
<b>PREM/00579/003 - Pizza Town, 66 New Briggate, Leeds, LS1 6NU,</b>	
Provision of late night refreshment	
Every Day	23:00 - 05:00
<b>PREM/03345/001 - The Social, 21 Merrion Street, Leeds, LS2 8JE,</b>	
Sale by retail of alcohol	
Every Day	11:00 - 02:00
Provision of late night refreshment	
Every Day	23:00 - 02:30
Performance of a play	
Every Day	11:00 - 02:00
Exhibition of a film	
Every Day	11:00 - 02:00
Performance of live music	
Every Day	11:00 - 02:00
Performance of recorded music	
Every Day	08:00 - 02:00
Performance of dance	
Every Day	11:00 - 02:00
<b>PREM/01987/004 - Capones, 55 New Briggate, Leeds, LS2 8JD,</b>	
Provision of late night refreshment	
Every Day	23:00 - 05:00

<b>PREM/01318/003 - Reform, Flat 1 Restaurant And Bar, 12 - 14 Merrion Street, Leeds, LS1 6PQ</b>		
Sale by retail of alcohol		
Every Day		11:00 - 04:00
Exhibition of a film		
Every Day		11:00 - 04:30
Performance of live music		
Every Day		11:00 - 04:30
Performance of recorded music		
Every Day		11:00 - 04:30
 <b>PREM/03471/001 - Just Grand! Vintage Tearoom, 8 - 9 Grand Arcade, Leeds, LS1 6PG,</b>		
Sale by retail of alcohol		
Every Day		10:00 - 21:30
Performance of live music		
Every Day		10:00 - 22:00
Performance of recorded music		
Every Day		10:00 - 22:00
 <b>PREM/01915 - Chicko's Ltd, Ground Floor, 51D New Briggate, Leeds, LS2 8JD,</b>		
Provision of late night refreshment		
Every Day		23:00 - 03:00
 <b>PREM/01656/014 - Slate NQ, St Johns House, Merrion Street, Leeds, LS2 8JE</b>		
Sale by retail of alcohol		
Every Day		10:00 - 04:00
Provision of late night refreshment		
Every Day		23:00 - 04:30
Exhibition of a film		
Every Day		10:00 - 04:30
Indoor sporting events		
Every Day		10:00 - 04:30
Performance of live music		
Every Day		10:00 - 04:00
Performance of recorded music		
Every Day		10:00 - 04:30
Performance of dance		
Every Day		10:00 - 04:00
Entertainment similar to live music, recorded music or dance		
Every Day		10:00 - 04:30
 <b>PREM/01770/003 - Noodle House, 20 Merrion Street, Leeds, LS1 6PQ,</b>		
Sale by retail of alcohol		
Every Day		11:00 - 04:00
Provision of late night refreshment		
Every Day		23:00 - 04:00

**PREM/01193/003 - Sandinista Cantina Bar, 5 - 5A Cross Belgrave Street, Leeds, LS2 8JP,**

Sale by retail of alcohol	
Every Day	11:00 - 04:00
Provision of late night refreshment	
Every Day	23:00 - 04:00
Exhibition of a film	
Every Day	11:00 - 04:00
Performance of live music	
Every Day	11:00 - 00:00
Performance of recorded music	
Every Day	11:00 - 04:00
Performance of dance	
Every Day	11:00 - 04:00
Entertainment similar to live music, recorded music or dance	
Every Day	11:00 - 04:00

**PREM/01862 - Chicken Cottage (Formerly Sultan Pizza Bar), 39 - 43 New Briggate, Leeds, LS2 8JD**

Provision of late night refreshment	
Monday to Wednesday	23:00 - 03:30
Thursday	23:00 - 04:00
Friday & Saturday	23:00 - 05:00
Sunday	23:00 - 04:00

**PREM/03617/001 - Pop Down, 3 Cross Belgrave Street, Leeds, LS2 8JP,**

Sale by retail of alcohol	
Every Day	12:00 - 04:00
Performance of recorded music	
Every Day	12:00 - 04:00

**PREM/01197/006 - Mojo's, 18 Merrion Street, Leeds, LS1 6PQ,**

Sale by retail of alcohol	
Every Day	11:00 - 06:00
Provision of late night refreshment	
Every Day	23:00 - 05:00
Performance of live music	
Every Day	11:00 - 06:00
Performance of recorded music	
Every Day	00:00 - 23:59
Performance of dance	
Every Day	11:00 - 06:00

**PREM/02993 - Raja's, 13-15 Grand Arcade, Leeds, LS1 6PG,**

Provision of late night refreshment	
Friday & Saturday	23:00 - 05:00
Sunday to Thursday	23:00 - 04:00
Performance of recorded music	
Friday & Saturday	11:00 - 04:30
Sunday to Thursday	11:00 - 03:30

**PREM/03545/002 - Bar Soba, 9A Merrion Street, Leeds, LS1 6PQ,**  
 Sale by retail of alcohol  
     Every Day 10:00 - 04:00  
 Provision of late night refreshment  
     Every Day 23:00 - 04:00  
 Performance of live music  
     Every Day 10:00 - 04:00  
 Performance of recorded music  
     Every Day 10:00 - 04:00  
 Entertainment similar to live music, recorded music or dance  
     Every Day 10:00 - 04:00

**PREM/00984/002 - Wrens Hotel, 61 New Briggate, Leeds, LS2 8JD**  
 Sale by retail of alcohol  
     Monday to Wednesday 10:00 - 00:00  
     Thursday to Saturday 10:00 - 01:00  
     Sunday 11:00 - 23:30  
 Performance of recorded music  
     Monday to Wednesday 10:00 - 00:00  
     Thursday to Saturday 10:00 - 01:00  
     Sunday 11:00 - 23:30

**PREM/03637/001 - Smugglers Cove, 12 Merrion Street, Leeds, LS1 6PQ,**  
 Sale by retail of alcohol  
     Every Day 11:00 - 04:00  
 Exhibition of a film  
     Every Day 11:00 - 04:30  
 Performance of recorded music  
     Every Day 11:00 - 04:30  
 Entertainment similar to live music, recorded music or dance  
     Every Day 11:00 - 04:30

**PREM/03536/001 - Dixy Chicken, 45 New Briggate, Leeds, LS2 8JD,**  
 Provision of late night refreshment  
     Every Day 23:00 - 05:00

**PREM/03515/001 - The Brotherhood Of Pursuits And Pastimes, 54 New Briggate, Leeds, LS1 6NU,**  
 Sale by retail of alcohol  
     Every Day 10:00 - 04:00  
 Provision of late night refreshment  
     Every Day 23:00 - 04:00  
 Performance of live music  
     Every Day 10:00 - 04:00  
 Performance of recorded music  
     Every Day 10:00 - 04:00



**PREM/02778/005 - Nash House, 51C New Briggate, Leeds, LS2 8JD,**

Sale by retail of alcohol	Every Day	11:00 - 01:00
Provision of late night refreshment	Every Day	23:00 - 01:00
Performance of live music	Every Day	11:00 - 01:00
Performance of recorded music	Every Day	11:00 - 01:00
Entertainment similar to live music, recorded music or dance	Every Day	11:00 - 01:00

**PREM/03309/005 - Belgrave Music Hall, 1-1A Cross Belgrave Street, Leeds, LS2 8JP,**

Sale by retail of alcohol	Monday & Tuesday	11:00 - 00:00
	Wednesday to Saturday	11:00 - 04:00
	Sunday	11:00 - 00:00
Provision of late night refreshment	Monday & Tuesday	23:00 - 00:00
	Wednesday to Saturday	23:00 - 04:30
	Sunday	23:00 - 00:00
Performance of a play	Monday & Tuesday	11:00 - 00:00
	Wednesday to Saturday	11:00 - 04:00
	Sunday	11:00 - 00:00
Exhibition of a film	Monday & Tuesday	11:00 - 00:00
	Wednesday to Saturday	11:00 - 04:00
	Sunday	11:00 - 00:00
Indoor sporting events	Monday & Tuesday	11:00 - 00:00
	Wednesday to Saturday	11:00 - 04:00
	Sunday	11:00 - 00:00
Performance of live music	Monday & Tuesday	11:00 - 00:00
	Wednesday to Saturday	11:00 - 04:00
	Sunday	11:00 - 00:00
Performance of recorded music	Monday & Tuesday	11:00 - 00:00
	Wednesday to Saturday	11:00 - 04:00
	Sunday	11:00 - 00:00
Performance of dance	Monday & Tuesday	11:00 - 00:00
	Wednesday to Saturday	11:00 - 04:00
	Sunday	11:00 - 00:00
Entertainment similar to live music, recorded music or dance	Monday & Tuesday	11:00 - 00:00
	Wednesday to Saturday	11:00 - 04:00
	Sunday	11:00 - 00:00

**PREM/03281/004 - Henley's Sports Bar And Grill, 68 - 72 New Briggate, Leeds, LS1 6NU,**

Sale by retail of alcohol	
Friday & Saturday	11:00 - 04:00
Sunday to Thursday	11:00 - 03:00
Provision of late night refreshment	
Friday & Saturday	23:00 - 04:00
Sunday to Thursday	23:00 - 03:00
Exhibition of a film	
Friday & Saturday	11:00 - 04:00
Sunday to Thursday	11:00 - 03:00
Performance of live music	
Friday & Saturday	11:00 - 04:00
Sunday to Thursday	11:00 - 03:00
Performance of recorded music	
Friday & Saturday	11:00 - 04:00
Sunday to Thursday	11:00 - 03:00
Entertainment similar to live music, recorded music or dance	
Friday & Saturday	11:00 - 04:00
Sunday to Thursday	11:00 - 03:00

**PREM/03516/002 - Manahatta, 11 Merrion Street, Leeds, LS1 6PQ,**

Sale by retail of alcohol	
Every Day	10:00 - 04:00
Provision of late night refreshment	
Every Day	23:00 - 04:00
Performance of live music	
Every Day	10:00 - 04:00
Performance of recorded music	
Every Day	10:00 - 04:00

**PREM/02350/002 - Verve, 16 Merrion Street, Leeds, LS1 6PQ,**

Sale by retail of alcohol	
Every Day	11:00 - 04:00
Provision of late night refreshment	
Every Day	23:00 - 04:00
Exhibition of a film	
Every Day	11:00 - 04:00
Performance of live music	
Every Day	11:00 - 04:00
Performance of recorded music	
Every Day	11:00 - 04:00
Performance of dance	
Every Day	11:00 - 04:00

**PREM/01363/003 - Leeds Grand Theatre & Opera House, 46 New Briggate, Leeds, LS1 6NZ**

Sale by retail of alcohol	
Every Day	08:00 - 02:30
Provision of late night refreshment	
Every Day	23:00 - 02:30
Performance of a play	
Every Day	08:00 - 02:00
Performance of live music	
Every Day	08:00 - 02:00
Performance of recorded music	
Every Day	08:00 - 02:00
Performance of dance	
Every Day	08:00 - 02:00
Entertainment similar to live music, recorded music or dance	
Every Day	08:00 - 02:00

**PREM/01855 - Alternative Fishery And Grill Bar, 29 New Briggate, Leeds, LS2 8JD,**

Provision of late night refreshment	
Monday to Thursday	23:00 - 03:30
Friday to Sunday	23:00 - 05:00

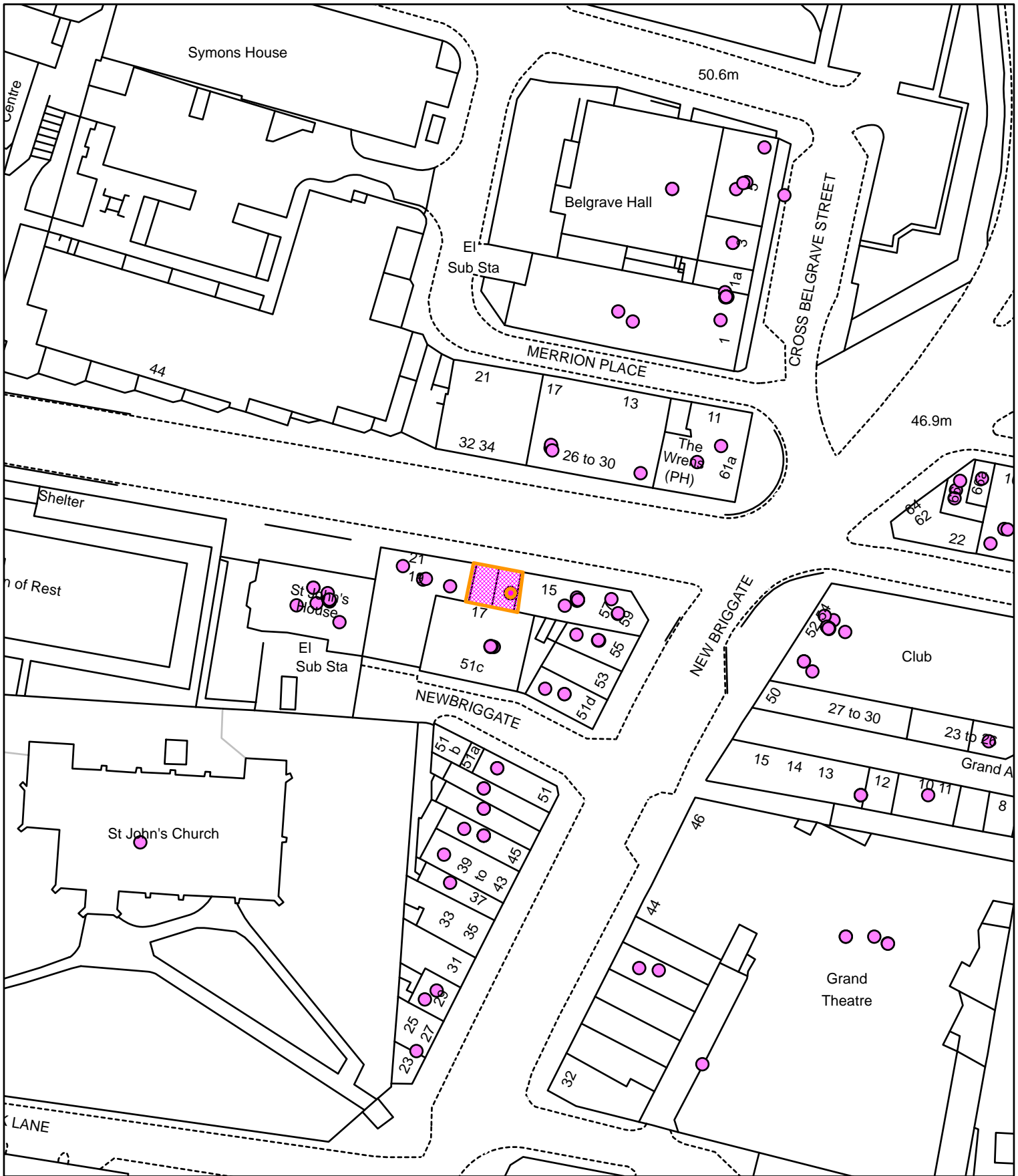
**PREM/03111/003 - Tepanyaki Japanese Restaurant, Belgrave Hall, Belgrave Street, Leeds, LS2 8DD,**

Sale by retail of alcohol	
Friday & Saturday	11:00 - 02:00
Sunday to Thursday	11:00 - 01:00
Provision of late night refreshment	
Friday & Saturday	23:00 - 02:00
Sunday to Thursday	23:00 - 01:00
Performance of recorded music	
Friday & Saturday	11:00 - 02:00
Sunday to Thursday	11:00 - 01:00

**PREM/03264/006 - IT Bar, Basement, Ground & First Floor, 57 - 59 New Briggate, Leeds, LS2 8JD, , First Floor, 15 Merrion Street, Leeds, LS2 8JE**

Sale by retail of alcohol	
Thursday to Saturday	11:00 - 02:00
Sunday to Wednesday	11:00 - 00:00
Provision of late night refreshment	
Thursday to Saturday	23:00 - 02:00
Sunday to Wednesday	23:00 - 00:00
Performance of live music	
Thursday to Saturday	11:00 - 02:00
Sunday to Wednesday	11:00 - 00:00
Performance of recorded music	
Thursday to Saturday	11:00 - 02:00
Sunday to Wednesday	11:00 - 00:00

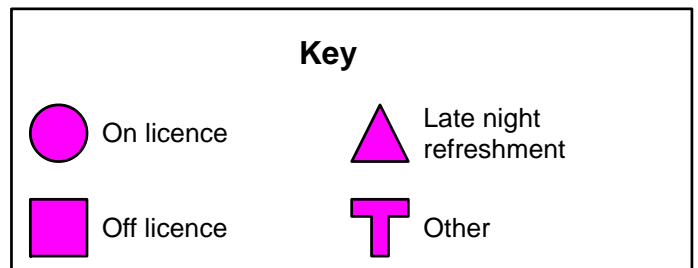
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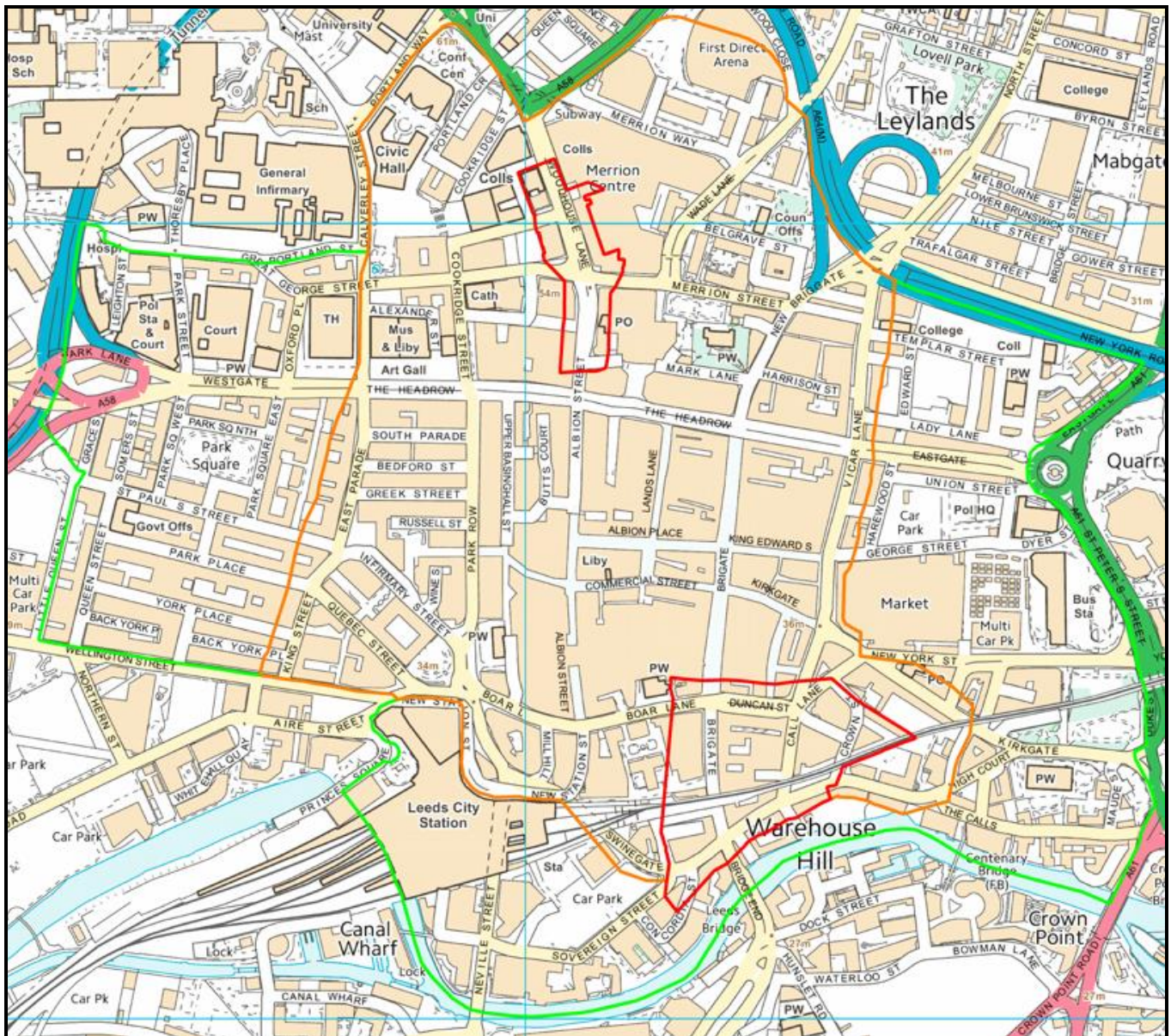
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Area 1 relates to the city centre. West Yorkshire Police have provided information that the nature of the city centre is such that the problem areas and cumulative impact is directly related to the style of businesses opening in that area and their clientele.

In addition the close proximity of a number of venues on a street can result in difficulties in identifying individual premises as causing problems which can be dealt with via an action plan or a review process.

As a consequence the closure or opening of businesses can have a dramatic effect on reported crime and reported incidents in an area. While individual premises are dealt with using the review process, there are areas in Leeds city centre which may temporarily become saturated as new businesses open or existing businesses change their style of operation.

In addition the council recognises that a previous problem area can be improved by the introduction of new styles of business types, such as food led premises, and seeks to encourage this.

This dynamic nature has created difficulties in setting a policy for the city centre that will be relevant for five years until the next formal review. Therefore the council will adopt an approach of designating areas within the city centre CIP as 'red' or 'amber' based upon an analysis of night time economy related issues that are relevant to the licensing objectives. Areas that are considered highly saturated will be designated as red areas.

The council will seek to refuse all applications in these **red areas** on the basis that the impact on the licensing objectives are at such a level that the area cannot support any more premises opening or extending their hours no matter how impressive the concept or application is. The council will only grant applications in the red zone in exceptional cases.

An **amber area** is an area which is of concern based upon an analysis of night time economy related issues that are relevant to the licensing objectives, and the council will expect applicants to offer additional measures tailored to the problems in that area.

All other areas within the city centre CIP will be designated **green areas** where good quality applications will be generally be more acceptable even though the area is a CIP area.

It is the council's policy, on receipt of relevant representations, to

- refuse new and variation applications in the red area
- to seek additional measures for new and variation applications in the amber area
- To seek good quality applications for application in the green area

This applies to alcohol led premises such as bars, pubs and nightclubs, and for premises seeking late night refreshment such as takeaways and late opening restaurants.

The Licensing Act 2003 Statement of Licensing Policy 2014-2018 recognised that the night time economy in Leeds City Centre is dynamic and constantly changing. The council want a cumulative impact policy that can respond to the changing nature of the city centre and so provides this additional document which is reviewed every twelve months to ensure that the CIP zones remain relevant and current with regards to West Yorkshire Police data.

## **Changes in the last year**

West Yorkshire Police has produced a crime and calls for service report "Analysis of Leeds City Centre high volume night-time economy related crime" dated 19/09/2014 which has been referred to when reviewing the red and amber zones for 2015. This report is referred to as the Police report in this document.

There are two distinct areas in the city where extra police resources are deployed on a regular basis. These areas are the Call Lane area and the Albion Street/Woodhouse Lane area. Premises in those areas also deploy street marshals at their own expense as it has been recognised that incidents on the street require extra attention and that early intervention can prevent an escalation in the severity of incidents on the street.

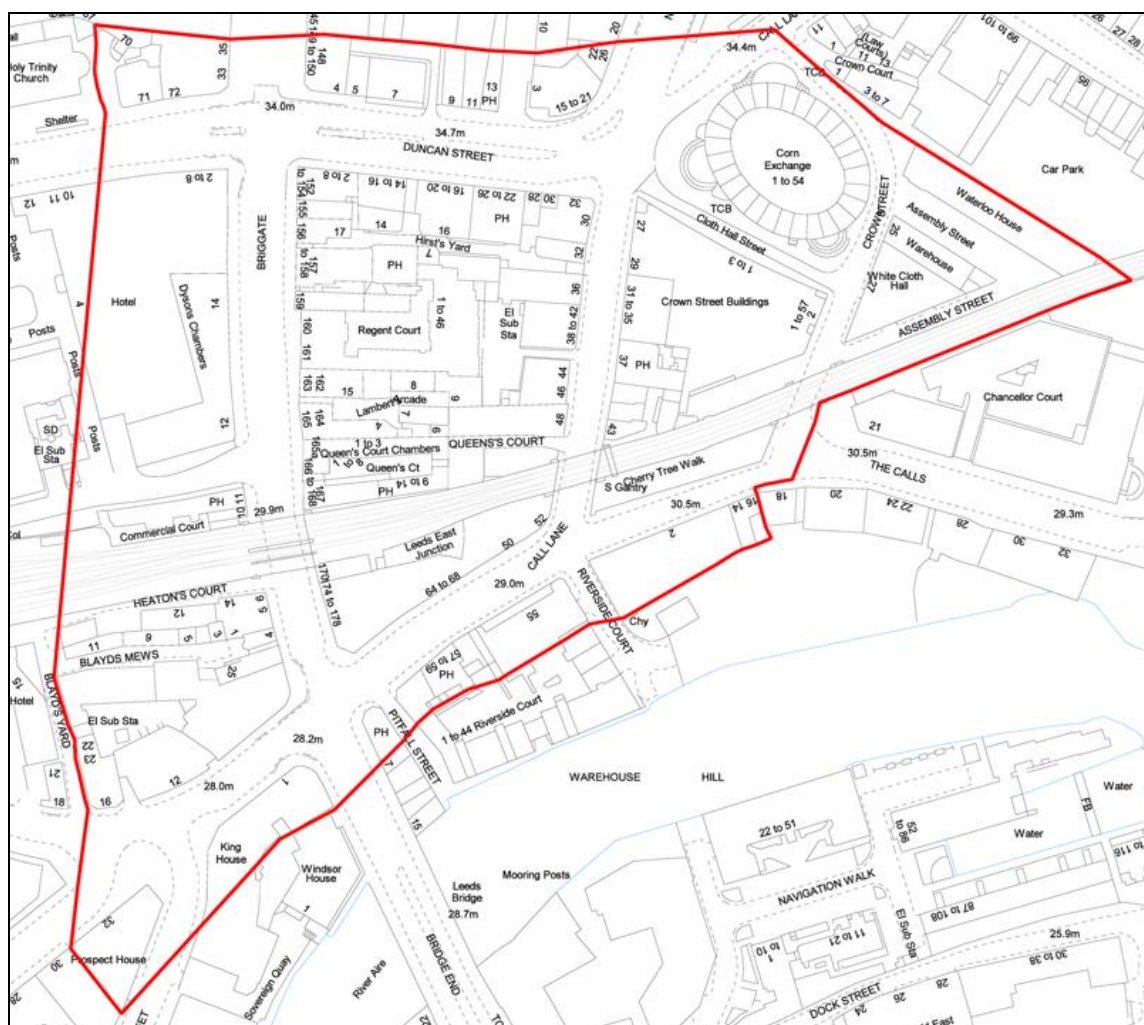


## Call Lane Red Area

The Police report shows that the hotspot area of Call Lane is moving slightly west. The block of premises bounded by Briggate (also known as lower Briggate), Call Lane and Duncan Street is predominantly the hot spot area this year, with the emphasis being taken away from the area behind the Corn Exchange. This could be a temporary shift as a number of premises have closed on Assembly Street, but still retain a licence. West Yorkshire Police Licensing Department still report ongoing work with premises in this area, with action planning and reviews of licence premises occurring in the last 12 months. Therefore although the crime statistics show a drop in incidents when compared to previous years, this area remains in the red area this year due to the increase in enforcement action taken by West Yorkshire Police.

Since the last review in December 2013, the council has moved forward with the Lower Kirkgate Townscape Heritage Initiative (THI) which is a regeneration programme that seeks to bring back into use a number of vacant or underused historic properties in the area. This area was included in the red area of the cumulative impact policy in 2012, as there were concerns about dispersal of problems from the Call Lane area into this area of Kirkgate. The Police report shows that although Kirkgate is on the top streets list, there has been a reduction year on year (figure 6 in the Police report). Therefore this area has been removed from the red area and is now included in the amber area.

The council still considers that the proximity of this area to the late night economy in Call Lane and Lower Briggate is of a concern, and so has placed this area in the amber area to ensure that new businesses in this area provide a different style of premises to the late night bars and nightclubs which are saturating the red area.



## Albion Street/Woodhouse Area

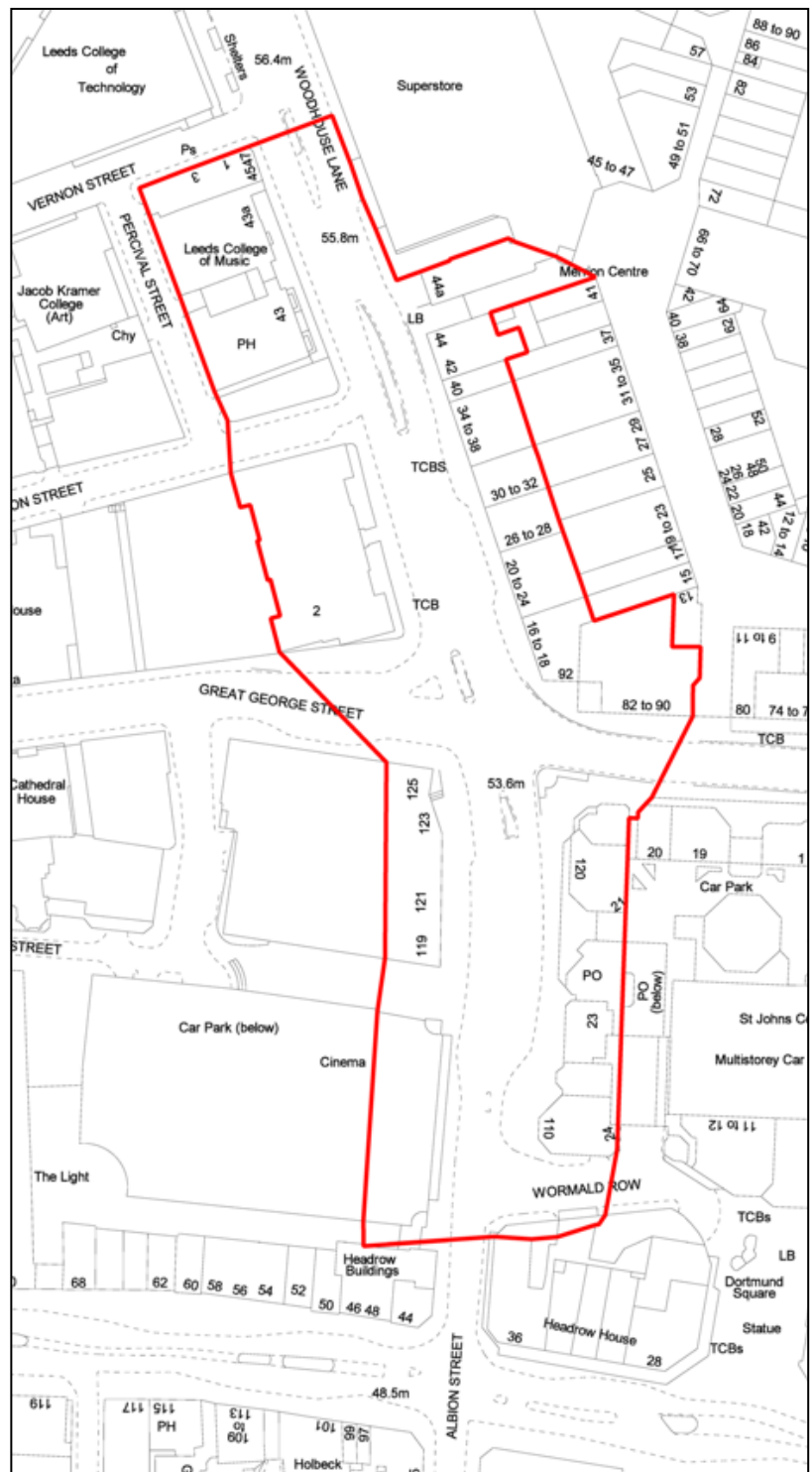
The police report clearly shows an increase in calls for service in Albion Street and Woodhouse Lane which evidences nuisance in this area. This remains a busy area during the post-midnight weekend hours with an increase in calls for service of 5.4% for Albion Street and 16.8% for Woodhouse Lane.

The top ten streets in the Calls for Service table are:

1. Briggate
2. Great George Street
3. Call Lane
4. The Headrow
5. Boar Lane
6. Albion Street
7. Woodhouse Lane
8. New York Street
9. New Briggate
10. Millgarth Street.

Great George Street, New Briggate and Millgarth Street have seen a reduction in calls for service from the preceding 12 months. This shows two clear areas where the calls for service are high – the Call Lane/Briggate/Boar Lane area which is already covered by the red area. The other main area is Albion Street, Woodhouse Lane and the Headrow.

In addition the Police report shows that this area remains a hotspot for robbery, assault and theft. For these reasons this area is now included in the red zone as the cumulative impact of the number of premises in this area has a direct impact on crime and disorder in this area.



## Merrion Street

In the past year a new night time economy area has been developed at the north end of New Briggate, around a side street which is an extension of Merrion Street. There are a number of new late night bars, with a food offer opening in this area in the last year. With the imminent opening of three more premises in this area, it is expected that this part of the city will become very busy and vibrant after midnight.

The Police report shows a slight increase in calls for service (Appendix 1 to the Police report “Analysis of Leeds City Centre High Volume Night-time Economy Related Crime”), which shows a small increase in nuisance in this area.



This area remains in the amber area this year, as this provides the most flexibility to negotiate with applicants regarding safeguards that can be put in place to prevent this area becoming a crime or nuisance hotspot.

## **Conclusion**

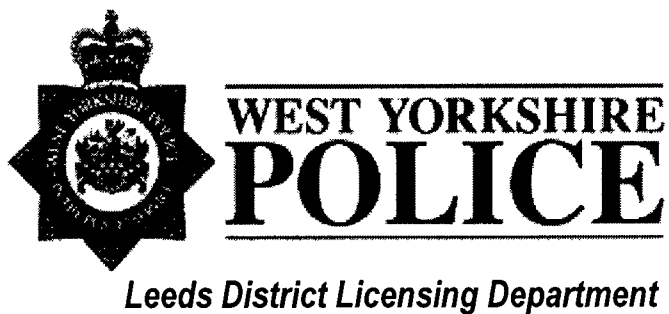
The review of the cumulative impact of licensed premises on the city centre shows:

- A continuation of the problems being experienced in the Lower Briggate, Call Lane, Duncan Street triangle
- A reduction of problems in the Assembly Street area which may be temporary
- The removal of the Kirkgate area from the red area to encourage development in this area
- An increase in calls for service indicating nuisance being experienced in the Albion Street area
- Although crime stats are down in the Albion Street Area they still remain high for the city centre, and so are highlighted as a crime hotspot
- An increase in the number of premises in the Merrion Street area which at the moment have not shown an increase in problems in the area

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Leeds District Licensing Department  
 First Floor  
 Elland Road DHQ  
 Elland Road  
 Leeds  
 LS11 8BU

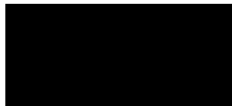
Tel: 0113 3859414  
 Email:



Your ref:  
 Our ref:

16<sup>th</sup> July 2015

Mercourios Makrinakis



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

**RE: LIVERA, 17, MERRION STREET, LEEDS, LS2 8JE  
 APPLICATION FOR NEW PREMISES LICENCE – LICENSING ACT 2003:  
 POLICE OBJECTION - OUTRIGHT:**

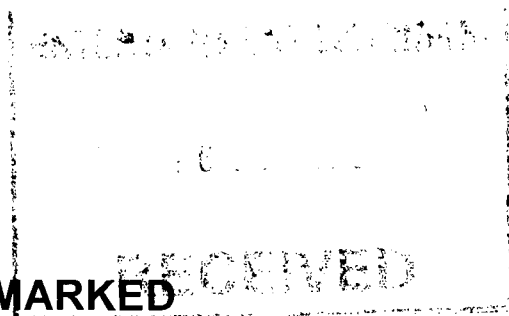
Thank you for submitting your application for the above premises, received at the address above on 22<sup>nd</sup> June 2015.

West Yorkshire Police object outright to your application for the following reasons:

- You are strongly suspected of being a 'front' for the owner of Clip News - [REDACTED] We are of this opinion because you were witnessed by a Council Licensing officer attending their offices with this gentleman, and your conversation was overheard. The conversation related to the police objection to premises to be known as Signorina, and a connection with [REDACTED] You were overheard offering to apply for him and saying the police would object if he applied.
- [REDACTED] was also seen by a Council officer attending their offices with a copy of the newspaper advert for your application.

Our objections to [REDACTED] remain the same:

- [REDACTED] runs Clip News, 17, Merrion Street



## **NOT PROTECTIVELY MARKED**

- Clip News was visited recently by Trading Standards officers who found large amounts of illegal tobacco. The operator at that time told officers that he was applying for a premises licence for the shop but no application has ever been received.
- Two suspected Turkish males present on the premises at the time of this visit confronted the Trading Standards Officers and a scuffle broke out.

So, in terms of promoting the licensing objectives, this application falls very short of the mark.

There is a very strong suspicion that this application is made on behalf of the current owner of Clip News and is a deliberate attempt to hide this fact. You and [REDACTED] are aware that the police, and very probably Trading Standards, would object if he were to apply for a premises licence. You have therefore applied in a deliberate attempt to obtain a licence for a man who runs a shop with clear connections to illegal tobacco sales, and clear connections to violence offered towards officers from a Responsible Authority.

It is therefore in every respect that West Yorkshire Police object to this application and take the view that the Licensing Objectives would be seriously undermined if a premises licence were to be granted.

PC 5548 [REDACTED]  
Leeds District Licensing Officer  
West Yorkshire Police

**NOT PROTECTIVELY MARKED**



**Report author: Mr Shaam Amin**  
**0113 2474095**

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

**Report to the Licensing Sub Committee**

**Date: 18th August 2015**

**Subject: Application for the grant of a premises licence for Pita Pit 40 Woodhouse Lane, Leeds, LS2 8LX**

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

**Summary of main issues**

This is an application for the grant of a premises licence, made by Vita Bite Ltd, for Pita Pit 40 Woodhouse Lane, Leeds, LS2 8LX

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

This application has attracted representations from the responsible authorities

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

## **1.0 Purpose of this Report**

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

## **2.0 History of Premises**

- 2.1 This is the first application for a premises licence.

## **3.0 The Application**

- 3.1 The applicant is Vita Bite Ltd
- 3.2 The application form may be found at Appendix A to this report.
- 3.3 In summary the application is for

Late Night Refreshment:

23:00 until 04:00 hrs Friday and Saturday

Times when the premises will be open to the public:

10:00 until 23:00 hrs Sunday to Thursday

10:00 until 04:00 hrs Friday and Saturday

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

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

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



## **6.0 Licensing Hours**

- 6.1 Members are directed to paragraphs 6.8 to 6.15 of 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.
- 6.2 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.
- 6.3 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.
- 6.4 A list of premises in the local area and their licensed hours and activities is provided at appendix C.

## **7.0 Location**

- 7.1 A map which identifies the location of this premise is attached at Appendix D.

## **8.0 Cumulative Impact Policy**

- 8.1 The premises are located within the Cumulative Impact City Centre – Red Zone
- 8.2 Cumulative impact means the potential impact on the promotion of the licensing objectives due to the significant number of licensed premises concentrated in one area.
- 8.3 An applicant wishing to obtain a new licence for premises falling within any of the cumulative impact areas must identify, through the risk assessment process and/or the operating schedule, the steps they intend to take so that the council and responsible authorities can be satisfied that granting a new licence would not add to the impact already being experienced.
- 8.4 Details of the cumulative impact policy specific to City Centre and outline of the evidence behind the reason setting this Policy is attached at Appendix E.
- 8.5 Members are directed to paragraphs 7.51 to 7.54 of the Statement of Licensing Policy which provides examples of how an application may be considered exceptional and the matters that the council would not normally take into consideration.

## **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 Representations have been received from Environment Health, West Yorkshire Police and Entertainment Licensing in their capacity as responsible authorities.

9.2.2 Any representations submitted may be agreed prior to a hearing. In this instance the operating schedule has been amended to include measure agreed with Environmental Health. A copy of which may be found at Appendix F.

9.3 The representations submitted by West Yorkshire Police and Entertainment Licensing remain as matters for Members consideration. Copies of the representations may be found at Appendix G and Appendix H respectively.

## 9.4 Other representations

9.4.1 There are no other representations.

## **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.
- 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 Statement of Licensing Policy
- Representations received from other persons

SA 03641/001



**Leeds**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[entertainment.licensing@leeds.gov.uk](mailto:entertainment.licensing@leeds.gov.uk)  
 Telephone: 0113 2474095

\* required information

**Section 1 of 19**

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

Pita Pit Woodhouse

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

\* First name

Shishir

\* Family name

Patel

\* E-mail

[REDACTED]

Main telephone number

[REDACTED]

Include country code.

Other telephone number

[REDACTED]

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader  
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

\* Is your business registered in the UK with Companies House?  Yes  No

\* Registration number

08641389

\* Business name

Vita Bite Ltd

If your business is registered, use its registered name.

\* VAT number

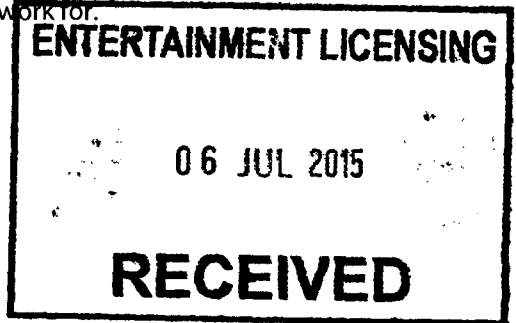
GB

183870086

Put "none" if you are not registered for VAT.

\* Legal status

Private Limited Company



Continued from previous page...

\* Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

**Section 2 of 19**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

**Premises Address**

Are you able to provide a postal address, OS map reference or description of the premises?

Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

**Section 3 of 19****APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company
- A partnership
- An unincorporated association
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales
- Other (for example a statutory corporation)

**Confirm The Following**

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

**Section 4 of 19****NON INDIVIDUAL APPLICANTS**

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

**Non Individual Applicant's Name**

Name

Vta Bite Ltd t/a Pita Pit

**Details**

Registered number (where applicable)

08641389

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

Continued from previous page...

Limited Company

**Address**

Building number or name

Street

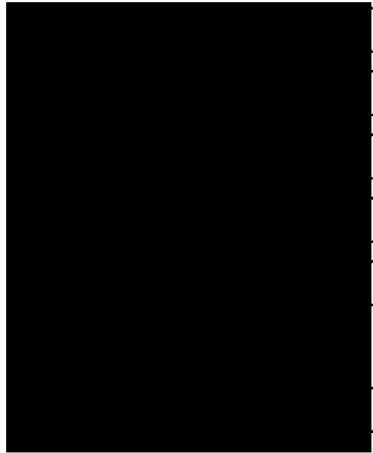
District

City or town

County or administrative area

Postcode

Country




Form fields for address details, with a large black redaction box covering the main content.

**Contact Details**

E-mail

Telephone number

Other telephone number



Form fields for contact details, with a black redaction box covering the E-mail and Telephone number fields.

Add another applicant

**Section 5 of 19**

**OPERATING SCHEDULE**

When do you want the premises licence to start?

/  /   
dd mm yyyy

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

/  /   
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

Quick service restaurant serving hot food eat in and take away. The restaurant has a fast food counter and seating for 50 people.  
Alcohol is not served.

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

Continued from previous page...

**Section 6 of 19**

**PROVISION OF PLAYS**

Will you be providing plays?

- Yes  No

**Section 7 of 19**

**PROVISION OF FILMS**

Will you be providing films?

- Yes  No

**Section 8 of 19**

**PROVISION OF INDOOR SPORTING EVENTS**

Will you be providing indoor sporting events?

- Yes  No

**Section 9 of 19**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

Will you be providing boxing or wrestling entertainments?

- Yes  No

**Section 10 of 19**

**PROVISION OF LIVE MUSIC**

Will you be providing live music?

- Yes  No

**Section 11 of 19**

**PROVISION OF RECORDED MUSIC**

Will you be providing recorded music?

- Yes  No

**Section 12 of 19**

**PROVISION OF PERFORMANCES OF DANCE**

Will you be providing performances of dance?

- Yes  No

**Section 13 of 19**

**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes  No

**Section 14 of 19**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

Continued from previous page...

Yes

No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

Indoors

Outdoors

Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

The provision of late night refreshment

State any seasonal variations



*Continued from previous page...*

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Mondays and Wednesdays till 04:00a.m. during university term time.

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 15 of 19**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

- Yes                       No

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor  
 As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 16 of 19**

**ADULT ENTERTAINMENT**

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

None

**Section 17 of 19**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

Continued from previous page...

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Mondays and Wednesdays till 04:00a.m. during university term time.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

**Section 18 of 19**

**LICENSING OBJECTIVES**

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

See risk assesment

b) The prevention of crime and disorder

7PF001-015, 018-029, 046-047

c) Public safety

7PF063-064, 066-076, 079-080

d) The prevention of public nuisance

7PF083-087, 093-097

e) The protection of children from harm

Not applicable

**Section 19 of 19**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

The premises licence fee is based on the non domestic rateable value of the premises these fees are:

- Non domestic rateable value £4,300 or less - £100
- Non domestic rateable value between £4,301 and £33,000 - £190
- Non domestic rateable value between £33,001 and £87,000 - £315
- Non domestic rateable value between £87,001 and £125,000 - £450
- Non domestic rateable value £125,001 or more - £635

If the premise▲ non domestic rateable value is £87,001 or more and the premises is used exclusively or primarily for the supply of alcohol for consumption on the premises the fee for this application is:

- Non domestic rateable value between £87,001 and £125,000 - £900
- Non domestic rateable value £125,001 or more - £1905

If this application is for a community premises e.g. a village hall or community centre and the application does■ t include

*Continued from previous page...*

the sale of alcohol as an activity there is no fee payable.

If the premises will have 5,000 people or more in attendance at any one time there is an additional fee payable which we will contact you to pay when you submit your application. Details of these fees are available at [http://www.leeds.gov.uk/Business/Licences\\_and\\_street\\_trading/Licence\\_alcohol\\_and\\_entertainment](http://www.leeds.gov.uk/Business/Licences_and_street_trading/Licence_alcohol_and_entertainment).

\* Fee amount (£)

315.00

## ATTACHMENTS

## AUTHORITY POSTAL ADDRESS

### Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

## DECLARATION

\* I will make payment of the fee on submission of this application.

\* I have attached, or will post to Leeds City Council, the plans of the premises.

\* I have attached, or will post to Leeds City Council, the consent form completed by the individual I wish to be premises supervisor, or I will ensure the individual I wish to be premises supervisor submits the consent form electronically.

\* 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.

I understand that Leeds City Council is under a duty to protect the public funds it administers, and to this end may use the information I have provided on my application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name

\* Capacity

Date (dd/mm/yyyy)

Add another signatory

*Continued from previous page...*

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/leeds/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING 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**

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# Licensing Act 2003

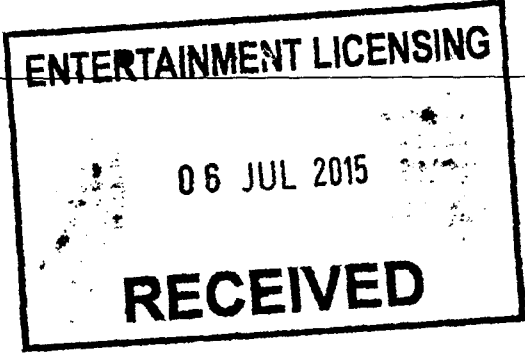
## Proforma Risk Assessment V7

Appendix B

SA  
03641/001

Please complete the details below:

Applicant name:	Vita Bite Ltd
Business name:	Pita Pirt
Business address:	40 Woodhouse Lane Leeds, West Yorkshire
Postcode:	LS2 8LX



### 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

## Crime and Disorder

### CCTV

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

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



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

### Designated Premises Supervisor (DPS)

Will the DPS generally be on site?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Is the DPS contactable in emergency?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" 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 checked="" type="checkbox"/>
Is the Supervisor's Register bound with consecutively numbered pages?	YES <input type="checkbox"/> NO <input checked="" 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 checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Are they Security Industry Authority (SIA) registered?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you specify a minimum number of door supervisors?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES, state the number of staff _____ <u>1</u> _____	
Days (and times) employed _____ <u>Friday and Saturday Nights 23:00 – 04:00</u> _____	
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Do you have a policy with the door supervisor or security company which covers:	
• Vetting customers entering the premises?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Is there a prominently displayed written search policy on the premises?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Controlling customers entering, within or leaving the premises?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Safeguarding the public within and immediately outside the premises?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Notifying WYP at the earliest opportunity of any problems or incidents?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Exclusion of persons who have had too much to drink or appear inclined to disorder?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you have a Daily Record Register within which door supervisors/security staff sign on and off duty?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is the Daily Record Register bound with consecutively numbered pages?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Can you identify who was on duty at any particular time?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you have an Incident Report Register?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is the Incident Report Register bound with consecutively numbered pages?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Suggested measures	Code	✓
The minimum number of door supervisors for the premises is <u>_1</u> , Fri & Sat 23:00 to 04:00 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 checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Does the policy include:	
• recording any search	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• seizing drugs/weapons found	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• a purpose made secure receptacle for items seized	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• informing the police of any search and seizure	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• prominently display notices to inform customers of the policy	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input 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"> <li>• a search will be conducted as a condition of entry to premises;</li> <li>• Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register.</li> <li>• Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; or appears to be under the influence of drugs.</li> <li>• entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances</li> </ul>	7PF029	✓

## Communication

Do you subscribe to a form of communication link (radio/text/pager system). The system shall be recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police.	YES <input type="checkbox"/> NO <input 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 type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Have all staff been instructed of the steps required to prevent under age sales of alcohol?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<u>Glass and Bottles</u>	
Do you have a policy for the frequent collection of glasses and bottles?	
Do you take steps to prevent glasses/bottles being removed from the premises, e.g. instruction to door/bar staff, display of notices?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you use plastic or toughened polycarbonate (or similar) drinking glasses/bottles when necessary?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<u>Alcohol Designated Public Places Orders</u>	
If your premises are in the area of an Alcohol Designated Public Places Order (DPPO), do you prominently display notices advising customers of the Order and its effects?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

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

<u>Membership of a Recognised Body</u>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" 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 checked="" type="checkbox"/>
<u>Exclusion from Premises</u>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you operate a system of excluding customers who are known to cause problems?	
If YES:	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• is this your own system or	
• a system run by a local licensees body	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

<b>Dispersal Policy</b>	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 checked="" type="checkbox"/>
• Are all bar and door staff trained on the policy?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" 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	

<b>Is your premises predominantly a restaurant?</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input 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>50</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 checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |
| • Suspended decorations/lights/amplification systems | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |
| • Guarding to stairs/balconies/landings/ramps        | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |
| • Condition of floor surfaces                        | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |
| • Provision of safety glazing                        | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |

Suggested measures	Code	✓
Regular safety checks of guarding to stairs, balconies, landings and ramps will be undertaken, and a supervision policy will be maintained to prevent people from inappropriate behaviour, including climbing which may lead to a fall from height.	7PF071	✓
Safety glass that is impact resistant or shielded to protect it from impact will be used in all areas where the public may come into contact with it.	7PF072	✓
A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.	7PF073	✓

## Fire Safety

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

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

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

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

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

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

### Refreshments

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

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

### First Aid

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

<b>Suggested measures</b>	<b>Code</b>	✓
A suitably trained First Aider or appointed person will be provided at all times when the premises are open.	7PF076	✓
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	✓
A procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.	7PF080	✓

## Special Effects

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

If yes, please give details :

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 <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES, please identify the steps taken to prevent nuisance caused by litter:	
...3 Customer buns provided on the premises. Minimal wrap used on take away items. Staff instructed to litter pick in the vicinity of restaurant at regular intervals.....	
<ul style="list-style-type: none"> <li>• Provision of litter bins</li> <li>• Display of notices to customers</li> <li>• Warnings/advice on packaging</li> <li>• Instructions to staff to periodically clear litter from the street around the premises</li> <li>• Other (please specify) .....</li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

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

Suggested measures	Code	✓
People under 18 (including staff) will not be admitted to the premises at any time when entertainment of a sexual or adult nature is being provided.	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 type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
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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 checked="" type="checkbox"/>
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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 checked="" type="checkbox"/> N/A <input type="checkbox"/>
NOTE The Children (Performance) Regulations 1968 as amended – continue to apply but are not conditions on the licence as that would be duplication	

Suggested measures	Code	✓
The PLH/DPS will provide an adequate number of suitable adult supervisors who can provide care for the children as they move from stage to dressing room etc, and to ensure that all children can be accounted for in case of an evacuation or an emergency.	7PF107	
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 type="checkbox"/>
If yes are the children unaccompanied or supervised by staff without parental presence (including where parents are elsewhere in the licensed premises).	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you provide young persons discos or similar entertainment?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Suggested measures	Code	✓
The PLH/DPS will ensure that an adult supervisor is stationed in the area(s) or levels which are occupied by children. The supervisors will be placed in the vicinity to exits to the premises. There will be one supervisor per 50 children at all times.	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	
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### Child Protection Measures

Do you have a system for ensuring the suitability of staff who work closely with children?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
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 <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>

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	

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## Issued premises licences and club certificates within an area

### **PREM/03615/001 - Sing Kee Supermarket, Merrion Centre, 26 - 28 Woodhouse Lane, Woodhouse, Leeds, LS2 8LX,**

Sale by retail of alcohol	
Monday to Saturday	10:00 - 19:00
Sunday	10:00 - 18:00

### **PREM/02578/007 - Academy, 55 Cookridge Street, Leeds, LS2 3AW,**

Sale by retail of alcohol	
Monday to Thursday	10:00 - 04:00
Friday & Saturday	10:00 - 06:00
Sunday	12:00 - 06:00
Provision of late night refreshment	
Monday to Thursday	23:00 - 04:00
Friday to Sunday	23:00 - 05:00
Performance of a play	
Monday to Thursday	10:00 - 04:00
Friday & Saturday	10:00 - 06:00
Sunday	12:00 - 06:00
Exhibition of a film	
Monday to Thursday	10:00 - 04:00
Friday & Saturday	10:00 - 06:00
Sunday	12:00 - 06:00
Indoor sporting events	
Monday to Thursday	10:00 - 04:00
Friday & Saturday	10:00 - 06:00
Sunday	12:00 - 06:00
Boxing or wrestling entertainment	
Monday to Thursday	10:00 - 04:00
Friday & Saturday	10:00 - 06:00
Sunday	12:00 - 06:00
Performance of live music	
Monday to Thursday	10:00 - 04:00
Friday & Saturday	10:00 - 06:00
Sunday	12:00 - 06:00
Performance of recorded music	
Monday to Thursday	10:00 - 04:00
Friday & Saturday	10:00 - 06:00
Sunday	12:00 - 06:00
Performance of dance	
Monday to Thursday	10:00 - 04:00
Friday & Saturday	10:00 - 06:00
Sunday	12:00 - 06:00
Entertainment similar to live music, recorded music or dance	
Monday to Thursday	10:00 - 04:00
Friday & Saturday	10:00 - 06:00
Sunday	12:00 - 06:00

### **PREM/01288/011 - Pryzm, Merrion Street, Leeds, LS2 8NG,**

Sale by retail of alcohol	
Every Day	10:00 - 06:00
Provision of late night refreshment	
Every Day	23:00 - 05:00
Exhibition of a film	
Every Day	10:00 - 06:00
Boxing or wrestling entertainment	
Every Day	10:00 - 06:00
Performance of live music	
Every Day	10:00 - 06:00
Performance of recorded music	
Every Day	10:00 - 06:00
Performance of dance	
Every Day	10:00 - 06:00

**PREM/00709/004 - MFA Bowl, Merrion Centre, 13 Merrion Way, Leeds, LS2 8BT,**

Sale by retail of alcohol	
Monday to Saturday	10:00 - 01:00
Sunday	12:00 - 22:30
Provision of late night refreshment	
Monday to Saturday	23:00 - 01:00
Performance of recorded music	
Monday to Saturday	10:00 - 01:30
Sunday	10:00 - 23:00

**PREM/03308/005 - My Thai Leeds, 43 Wade Lane, Leeds, LS2 8NJ,**

Sale by retail of alcohol	
Every Day	12:00 - 00:00
Provision of late night refreshment	
Every Day	23:00 - 00:00

**PREM/03454/001 - Bulgogi Grill, Unit 5, Merrion Way, Leeds, LS2 8BT,**

Sale by retail of alcohol	
Every Day	12:00 - 02:00
Provision of late night refreshment	
Every Day	23:00 - 02:30

**PREM/03090/001 - KFC, Merrion Centre, 76 - 78 Merrion Street, Leeds, LS2 8LW,**

Provision of late night refreshment	
Friday & Saturday	23:00 - 04:00
Sunday to Thursday	23:00 - 02:00

**PREM/01666 - Fuji Hiro Noodle Bar, 45 Wade Lane, Merrion Centre, Leeds, LS2 8NJ**

Sale by retail of alcohol	
Monday to Saturday	11:00 - 23:00
Sunday	12:00 - 22:30

**PREM/02634 - Leeds City Centre & Event Spaces, Leeds City Council, Rossington Street, Leeds, LS2 8HD,**

Performance of a play	
Every Day	09:00 - 23:00
Performance of live music	
Every Day	09:00 - 23:00
Performance of recorded music	
Every Day	09:00 - 23:00
Performance of dance	
Every Day	09:00 - 23:00

**PREM/02638/002 - Leeds City Museum, Millennium Square, Cookridge Street, Leeds, LS2 8BH,**

Sale by retail of alcohol	
Every Day	09:00 - 01:00
Provision of late night refreshment	
Every Day	23:00 - 01:00
Exhibition of a film	
Every Day	09:00 - 01:00
Performance of live music	
Every Day	09:00 - 01:00
Performance of recorded music	
Every Day	09:00 - 01:00
Performance of dance	
Every Day	09:00 - 01:00

**PREM/01772 - Fairuz Restaurant, Fairfax House, Merrion Street, Leeds, LS2 8JU**

Sale by retail of alcohol	
Monday to Saturday	11:00 - 00:00
Sunday	12:00 - 23:30
Performance of recorded music	
Every Day	00:00 - 23:59

**PREM/02429 - Art Gallery & Tiled Hall, Municipal Buildings, Art Gallery & Tiled Hall, Calverley Street, Leeds, LS1 3AB**

Sale by retail of alcohol	
Every Day	11:00 - 23:30
Provision of late night refreshment	
Every Day	23:00 - 00:00
Performance of a play	
Every Day	07:00 - 00:00
Exhibition of a film	
Every Day	07:00 - 00:00
Performance of live music	
Every Day	07:00 - 00:00
Performance of recorded music	
Every Day	07:00 - 00:00
Performance of dance	
Every Day	07:00 - 00:00
Entertainment similar to live music, recorded music or dance	
Every Day	07:00 - 00:00

**PREM/01311 - Big Bite, 41 Wade Lane, Leeds, LS2 8NJ**

Provision of late night refreshment	
-------------------------------------	--

Monday to Saturday	23:00 - 04:00
Sunday	23:00 - 02:00

**PREM/00621/008 - Hedley Verity, Woodhouse Lane, Leeds, LS2 8JT**

Sale by retail of alcohol	
Every Day	09:00 - 05:00
Provision of late night refreshment	
Every Day	23:00 - 05:00
Exhibition of a film	
Every Day	07:00 - 05:00
Performance of live music	
Every Day	09:00 - 05:00
Performance of recorded music	
Every Day	09:00 - 05:00

**PREM/00365/011 - Yates's, Woodhouse Lane, Leeds, LS2 8BP,**

Sale by retail of alcohol	
Every Day	10:00 - 03:00
Provision of late night refreshment	
Every Day	23:00 - 03:30
Exhibition of a film	
Every Day	10:00 - 03:30
Performance of live music	
Every Day	10:00 - 03:00
Performance of recorded music	
Every Day	10:00 - 03:30
Performance of dance	
Every Day	10:00 - 03:00
Entertainment similar to live music, recorded music or dance	
Every Day	10:00 - 03:30

**PREM/00670/011 - The Merchant, 20 - 24 Woodhouse Lane, Leeds, LS2 8LX,**

Sale by retail of alcohol	
Monday to Saturday	10:00 - 02:00
Sunday	10:00 - 00:30
Provision of late night refreshment	
Monday to Saturday	23:00 - 02:00
Sunday	23:00 - 00:30
Exhibition of a film	
Monday to Saturday	07:00 - 02:00
Sunday	07:00 - 00:30
Indoor sporting events	
Monday to Saturday	10:00 - 02:00
Sunday	10:00 - 00:30
Performance of live music	
Monday to Saturday	10:00 - 02:00
Sunday	10:00 - 00:30
Performance of recorded music	
Monday to Saturday	07:00 - 02:00
Sunday	07:00 - 00:30
Performance of dance	
Monday to Saturday	10:00 - 02:00
Sunday	10:00 - 00:30

**PREM/02709/005 - Home Bargains, 66-70 Merrion Centre, Merrion Way, Leeds, LS2 8NG**

Sale by retail of alcohol

Every Day

08:00 - 22:00

**PREM/03413/002 - COSMO Pan-Asian Restaurant, 4 & 5 Merrion Centre, Merrion Way, Leeds, LS2 8NG,**

Sale by retail of alcohol

Every Day

12:00 - 23:00

Performance of recorded music

Monday to Saturday

09:00 - 00:00

Sunday

10:00 - 23:00

**PREM/03419/002 - Leeds Arena Bar (LAB), Unit 9, The New Front (Merrion Centre), Leeds, LS2**

Sale by retail of alcohol

Every Day

10:00 - 03:00

Provision of late night refreshment

Every Day

23:00 - 03:30

Performance of live music

Every Day

10:00 - 03:00

Performance of recorded music

Every Day

10:00 - 03:00

Entertainment similar to live music, recorded music or dance

Every Day

10:00 - 03:00

**PREM/03630/001 - Smoke, Unit 6 , Merrion Centre, 11 Merrion Way, Leeds, LS2 8BT,**

Sale by retail of alcohol

Every Day

09:00 - 23:30

Provision of late night refreshment

Every Day

23:00 - 23:30

**PREM/02419/006 - Sainsbury's, 30 - 32 Woodhouse Lane, Headingley, Leeds, LS2 8LX,**

Sale by retail of alcohol

Every Day

07:00 - 23:00

**PREM/00592/012 - Maluko, Units 1, 2 & 4 , The Cube, Albion Street, Leeds, LS2 8PN**

Sale by retail of alcohol

Monday to Saturday

11:00 - 04:00

Sunday

12:00 - 04:00

Provision of late night refreshment

Every Day

23:00 - 04:30

Performance of live music

Monday to Saturday

11:00 - 04:00

Sunday

12:00 - 04:00

Performance of recorded music

Monday to Saturday

11:00 - 04:00

Sunday

12:00 - 04:00

Performance of dance

Monday to Saturday

11:00 - 04:00

Sunday

12:00 - 04:00

Entertainment similar to live music, recorded music or dance

Monday to Saturday

11:00 - 04:00

Sunday

12:00 - 04:00

**PREM/01206/013 - Morrisons, Merrion Way, Leeds, LS2 8NG**

Sale by retail of alcohol

Every Day

06:00 - 23:00

**PREM/03146/004 - Key Club, 66 Merrion Street, Leeds, LS2 8LW,**

Sale by retail of alcohol

Every Day

12:00 - 04:00

Provision of late night refreshment

Every Day

23:00 - 04:00

Exhibition of a film

Every Day

12:00 - 04:00

Performance of live music

Every Day

12:00 - 04:00

Performance of recorded music

Every Day

12:00 - 04:00

Performance of dance

Every Day

12:00 - 04:00

Entertainment similar to live music, recorded music or dance

Every Day

12:00 - 04:00

**PREM/02624 - Greggs, 68 Merrion Street, Leeds, LS2 8LY,**

Provision of late night refreshment

Every Day

23:00 - 04:30

**PREM/00424/V04 - The Picture House, 82-90 Merrion Street, Leeds, LS2 8LW,**

Sale by retail of alcohol

Monday to Wednesday

10:00 - 01:00

Thursday to Saturday

10:00 - 02:00

Sunday

10:00 - 01:00

Provision of late night refreshment

Monday to Wednesday

23:00 - 01:00

Thursday to Saturday

23:00 - 02:00

Sunday

23:00 - 01:00

Exhibition of a film

Monday to Wednesday

10:00 - 01:00

Thursday to Saturday

10:00 - 02:00

Sunday

10:00 - 01:00

Indoor sporting events

Monday to Wednesday

10:00 - 01:00

Thursday to Saturday

10:00 - 02:00

Sunday

10:00 - 01:00

Performance of live music

Monday to Wednesday

10:00 - 01:00

Thursday to Saturday

10:00 - 02:00

Sunday

10:00 - 01:00

Performance of recorded music

Every Day

00:00 - 23:59

Performance of dance

Monday to Wednesday

10:00 - 01:00

Thursday to Saturday

10:00 - 02:00

Sunday

10:00 - 01:00



**PREM/00186 - St Annes Cathedral Hall, Great George Street, Leeds, LS2 8BE**

Sale by retail of alcohol

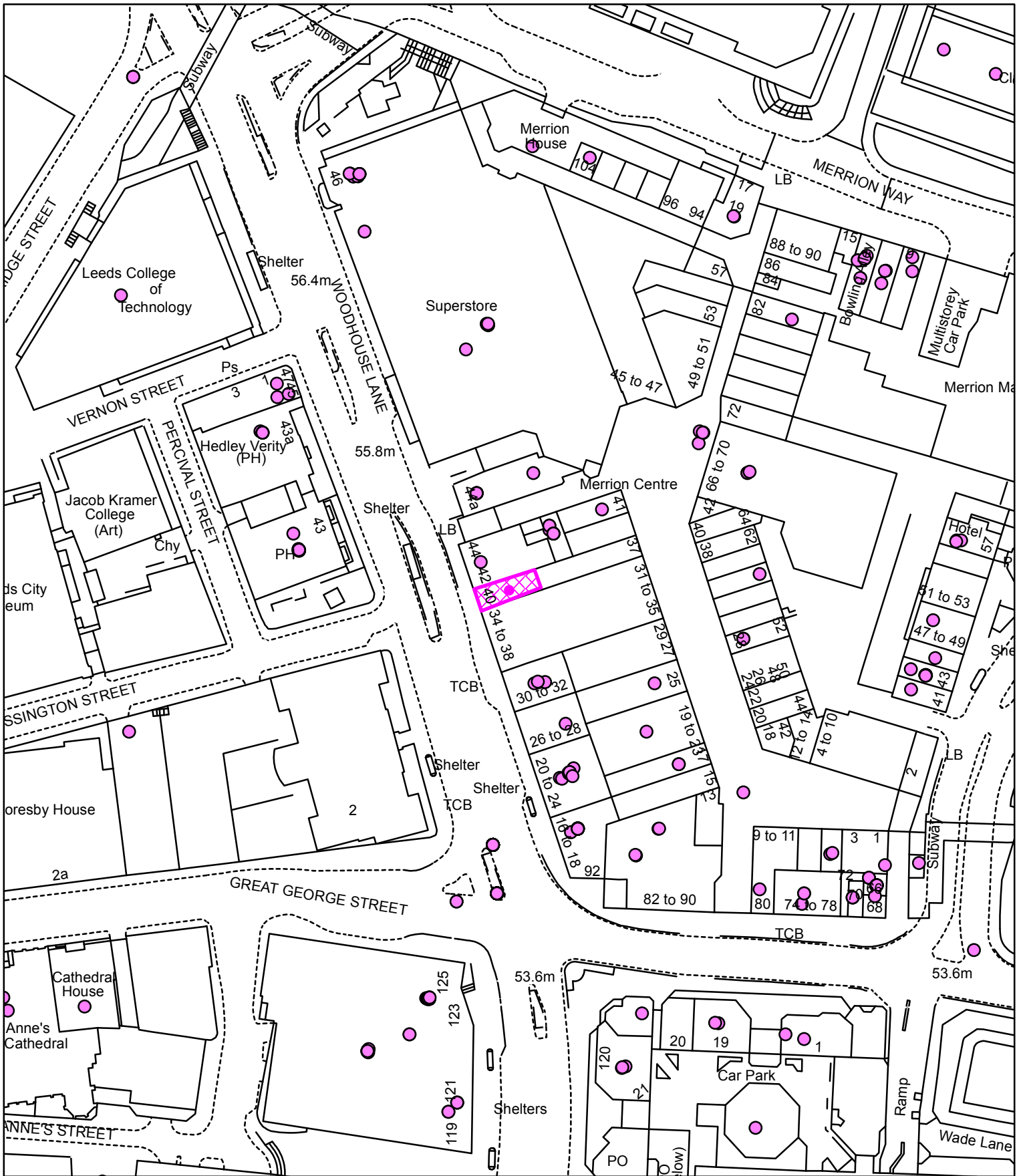
Monday to Saturday

11:00 - 23:00

Sunday

12:00 - 22:30

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





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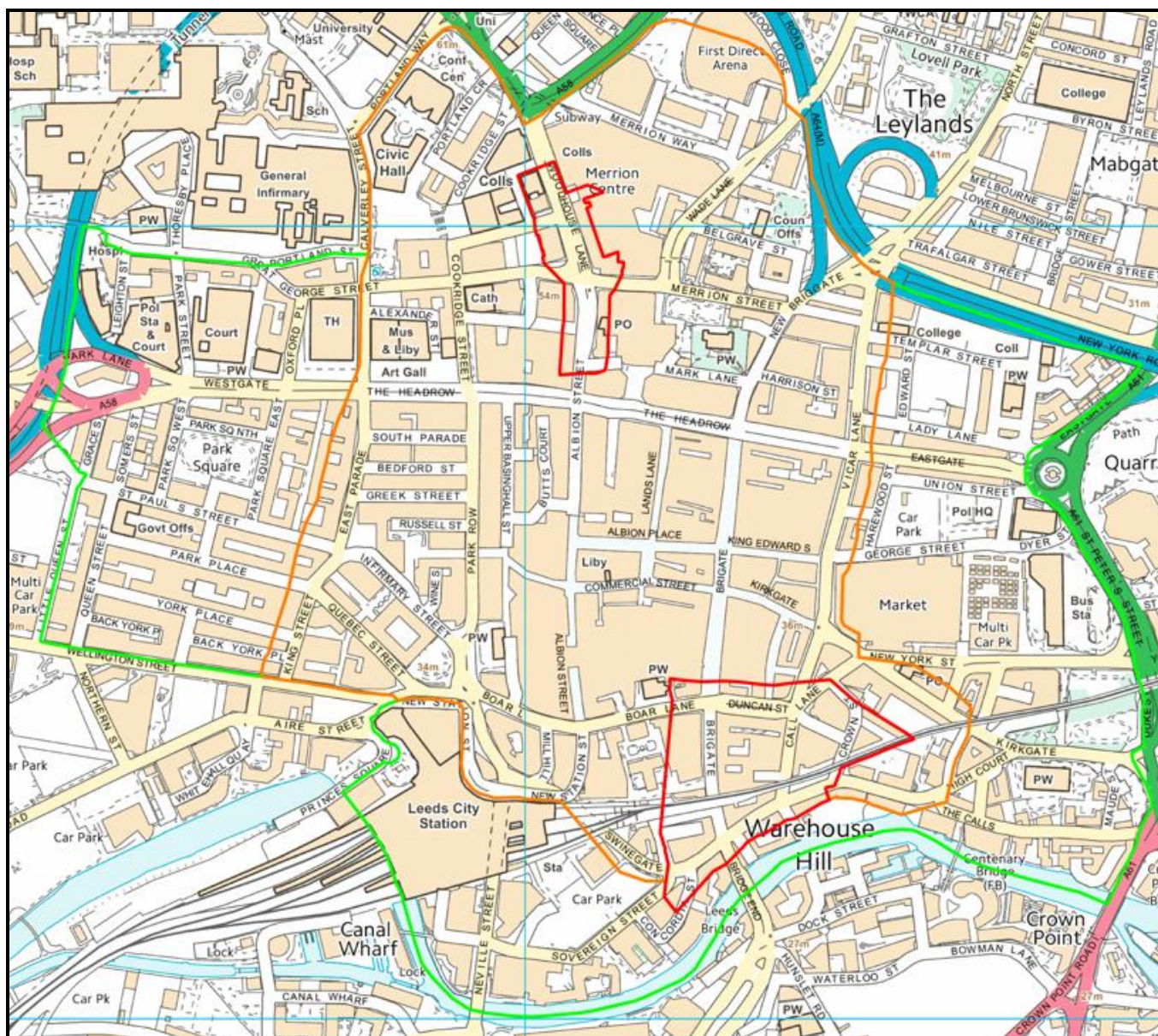
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**Key**

	On licence		Late night refreshment
	Off licence		Other

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## Licensing Act 2003



Area 1 relates to the city centre. West Yorkshire Police have provided information that the nature of the city centre is such that the problem areas and cumulative impact is directly related to the style of businesses opening in that area and their clientele.

In addition the close proximity of a number of venues on a street can result in difficulties in identifying individual premises as causing problems which can be dealt with via an action plan or a review process.

As a consequence the closure or opening of businesses can have a dramatic effect on reported crime and reported incidents in an area. While individual premises are dealt with using the review process, there are areas in Leeds city centre which may temporarily become saturated as new businesses open or existing businesses change their style of operation.

In addition the council recognises that a previous problem area can be improved by the introduction of new styles of business types, such as food led premises, and seeks to encourage this.

This dynamic nature has created difficulties in setting a policy for the city centre that will be relevant for five years until the next formal review. Therefore the council will adopt an approach of designating areas within the city centre CIP as 'red' or 'amber' based upon an analysis of night time economy related issues that are relevant to the licensing objectives. Areas that are considered highly saturated will be designated as red areas.

The council will seek to refuse all applications in these **red areas** on the basis that the impact on the licensing objectives are at such a level that the area cannot support any more premises opening or extending their hours no matter how impressive the concept or application is. The council will only grant applications in the red zone in exceptional cases.

An **amber area** is an area which is of concern based upon an analysis of night time economy related issues that are relevant to the licensing objectives, and the council will expect applicants to offer additional measures tailored to the problems in that area.

All other areas within the city centre CIP will be designated **green areas** where good quality applications will be generally be more acceptable even though the area is a CIP area.

It is the council's policy, on receipt of relevant representations, to

- refuse new and variation applications in the red area
- to seek additional measures for new and variation applications in the amber area
- To seek good quality applications for application in the green area

This applies to alcohol led premises such as bars, pubs and nightclubs, and for premises seeking late night refreshment such as takeaways and late opening restaurants.

The Licensing Act 2003 Statement of Licensing Policy 2014-2018 recognised that the night time economy in Leeds City Centre is dynamic and constantly changing. The council want a cumulative impact policy that can respond to the changing nature of the city centre and so provides this additional document which is reviewed every twelve months to ensure that the CIP zones remain relevant and current with regards to West Yorkshire Police data.

## **Changes in the last year**

West Yorkshire Police has produced a crime and calls for service report "Analysis of Leeds City Centre high volume night-time economy related crime" dated 19/09/2014 which has been referred to when reviewing the red and amber zones for 2015. This report is referred to as the Police report in this document.

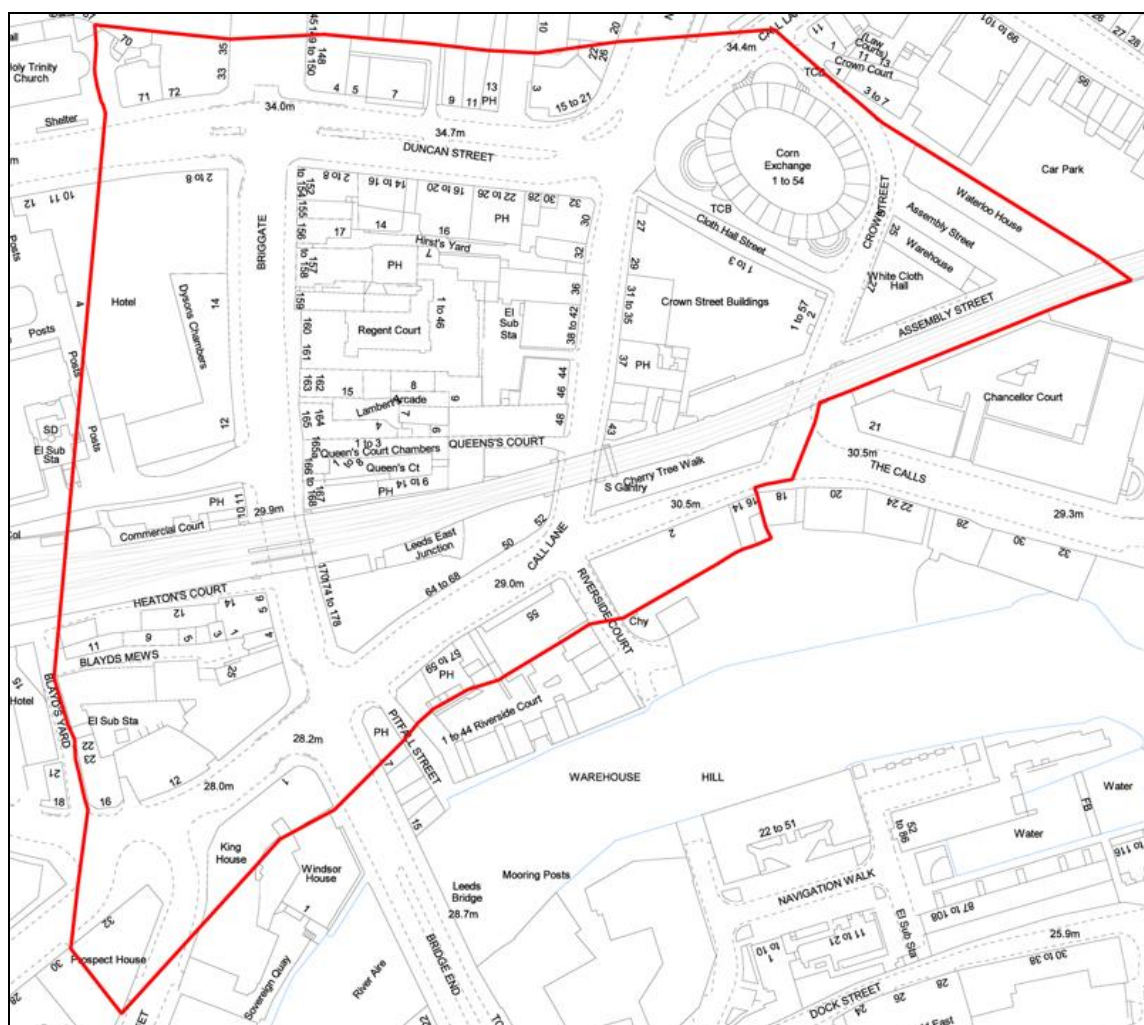
There are two distinct areas in the city where extra police resources are deployed on a regular basis. These areas are the Call Lane area and the Albion Street/Woodhouse Lane area. Premises in those areas also deploy street marshals at their own expense as it has been recognised that incidents on the street require extra attention and that early intervention can prevent an escalation in the severity of incidents on the street.

## Call Lane Red Area

The Police report shows that the hotspot area of Call Lane is moving slightly west. The block of premises bounded by Briggate (also known as lower Briggate), Call Lane and Duncan Street is predominantly the hot spot area this year, with the emphasis being taken away from the area behind the Corn Exchange. This could be a temporary shift as a number of premises have closed on Assembly Street, but still retain a licence. West Yorkshire Police Licensing Department still report ongoing work with premises in this area, with action planning and reviews of licence premises occurring in the last 12 months. Therefore although the crime statistics show a drop in incidents when compared to previous years, this area remains in the red area this year due to the increase in enforcement action taken by West Yorkshire Police.

Since the last review in December 2013, the council has moved forward with the Lower Kirkgate Townscape Heritage Initiative (THI) which is a regeneration programme that seeks to bring back into use a number of vacant or underused historic properties in the area. This area was included in the red area of the cumulative impact policy in 2012, as there were concerns about dispersal of problems from the Call Lane area into this area of Kirkgate. The Police report shows that although Kirkgate is on the top streets list, there has been a reduction year on year (figure 6 in the Police report). Therefore this area has been removed from the red area and is now included in the amber area.

The council still considers that the proximity of this area to the late night economy in Call Lane and Lower Briggate is of a concern, and so has placed this area in the amber area to ensure that new businesses in this area provide a different style of premises to the late night bars and nightclubs which are saturating the red area.



## Albion Street/Woodhouse Area

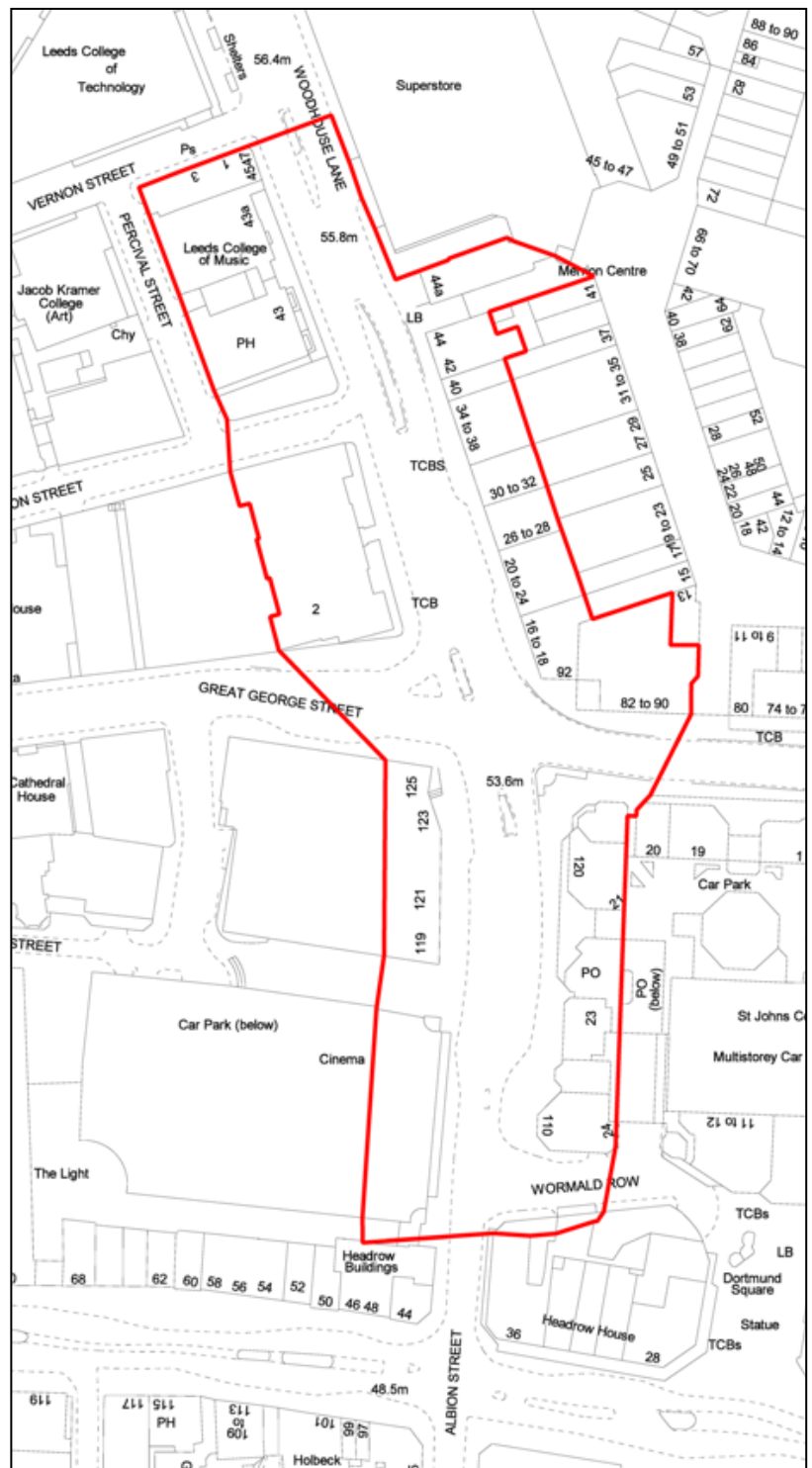
The police report clearly shows an increase in calls for service in Albion Street and Woodhouse Lane which evidences nuisance in this area. This remains a busy area during the post-midnight weekend hours with an increase in calls for service of 5.4% for Albion Street and 16.8% for Woodhouse Lane.

The top ten streets in the Calls for Service table are:

1. Briggate
2. Great George Street
3. Call Lane
4. The Headrow
5. Boar Lane
6. Albion Street
7. Woodhouse Lane
8. New York Street
9. New Briggate
10. Millgarth Street.

Great George Street, New Briggate and Millgarth Street have seen a reduction in calls for service from the preceding 12 months. This shows two clear areas where the calls for service are high – the Call Lane/Briggate/Boar Lane area which is already covered by the red area. The other main area is Albion Street, Woodhouse Lane and the Headrow.

In addition the Police report shows that this area remains a hotspot for robbery, assault and theft. For these reasons this area is now included in the red zone as the cumulative impact of the number of premises in this area has a direct impact on crime and disorder in this area.





## Merrion Street

In the past year a new night time economy area has been developed at the north end of New Briggate, around a side street which is an extension of Merrion Street. There are a number of new late night bars, with a food offer opening in this area in the last year. With the imminent opening of three more premises in this area, it is expected that this part of the city will become very busy and vibrant after midnight.

The Police report shows a slight increase in calls for service (Appendix 1 to the Police report “Analysis of Leeds City Centre High Volume Night-time Economy Related Crime”), which shows a small increase in nuisance in this area.



This area remains in the amber area this year, as this provides the most flexibility to negotiate with applicants regarding safeguards that can be put in place to prevent this area becoming a crime or nuisance hotspot.

## **Conclusion**

The review of the cumulative impact of licensed premises on the city centre shows:

- A continuation of the problems being experienced in the Lower Briggate, Call Lane, Duncan Street triangle
- A reduction of problems in the Assembly Street area which may be temporary
- The removal of the Kirkgate area from the red area to encourage development in this area
- An increase in calls for service indicating nuisance being experienced in the Albion Street area
- Although crime stats are down in the Albion Street Area they still remain high for the city centre, and so are highlighted as a crime hotspot
- An increase in the number of premises in the Merrion Street area which at the moment have not shown an increase in problems in the area

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White, Emma

SA

03641/001

Appendix F

**From:** Shish Pita Pit Leeds [REDACTED]  
**Sent:** 05 July 2015 12:42  
**To:** Everson, Mark  
**Cc:** Entertainment Licensing  
**Subject:** RE: Premises Application - Pita Pit - 40 Woodhouse Lane - Qualified Objection - PREM/03641/001  
**Attachments:** Pita Pit QO Confirmation.pdf

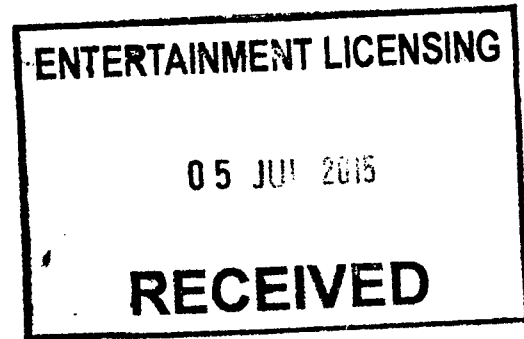
Mark,

Please find attached confirmation/acceptance on conditions.

Let me know if you need anything else.

Best regards,

Shish Patel  
[REDACTED]



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Registered in England and Wales, Company No. 08641389

[REDACTED]  
**Cc:** Entertainment Licensing  
**Subject:** Premises Application - Pita Pit - 40 Woodhouse Lane - Qualified Objection - PREM/03641/001

Mr Patel

Please find attached a letter in respect of your application. I understand from a telephone call with you this afternoon that the hours of closing of the premises are incorrect. The closing hours are Sunday to Thursday 23.00 hours and Friday and Saturday 04.00 hours the following morning. Your application has been assessed accordingly.

If you need to discuss this further at all please call me on the number below.

Regards

Mark Everson MCIEH

Environmental Health Officer  
Leeds City Council  
Millshaw Parkway  
Leeds



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## **PART 1**

**To be completed by the responsible authority**

**Leeds City Council's Environmental Action Service**

**Proposed Controlled Measures under the Licensing Act 2003**

**Name and Address of Premises: Pita Pit, 40 Woodhouse Lane, Woodhouse, Leeds, LS2 8LX**

The premises are located on the Woodhouse Lane elevation of The Merrion Centre shopping area. Whilst a predominately commercial area, there are a number of residential flats at the K2 development approximately one hundred metres away. There is a potential for disturbance from activities late at night.

Having considered the application under the Licensing Act 2003 for the above premises, we consider that the following measures are relevant and reasonable in order to meet the following aim of the licence:

- Prevention of public nuisance

### **Noise and Vibration**

1. There shall be no external loudspeakers
2. Bottles and waste will not be placed in any external receptacle between 23.00 hours and 07.00 hours the following day to minimise noise disturbance to neighbouring properties.

### **Lighting**

3. Any external or internal lighting shall be installed, maintained and used in such a manner as not to cause a light nuisance to nearby properties

### **Litter**

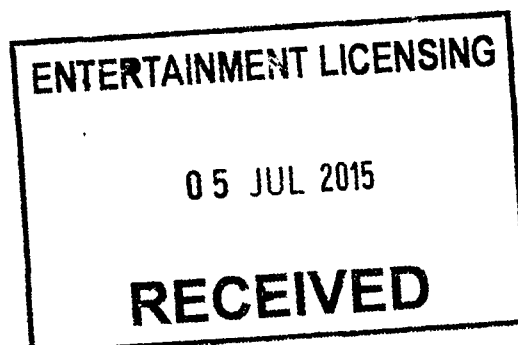
4. The PLH/DPS shall ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter.

### **Transport / Pedestrian Movement**

5. Clear and legible notices will be displayed at exits 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.

Signed: Mark Everson

Dated: 2 July 2015



**PART 2**

To be completed by the applicant

**Leeds City Council's Environmental Action Service**

**Proposed Controlled Measures under the Licensing Act 2003**

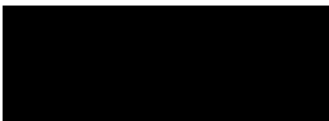
**Name and Address of Premises: Pita Pit, 40 Woodhouse Lane, Woodhouse, Leeds, LS2 8LX**

I / We .....VITA BITE LTD t/a Pit Pit.....

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

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

Signed:



Dated:

5/7/15.

**PART 3**

**Name and Address of Premises: Pita Pit, 40 Woodhouse Lane, Woodhouse, Leeds, LS2 8LX**

I / We .....

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

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

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

Signed:

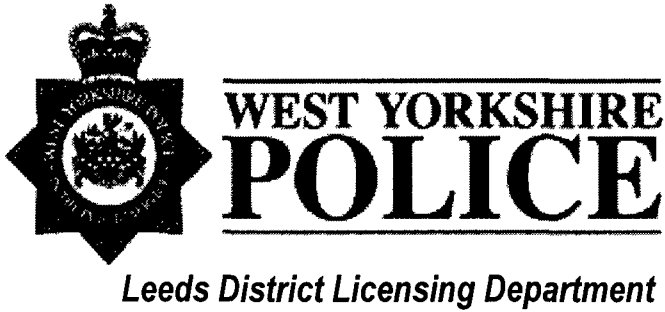
Dated:

Please return this document preferably by email to:

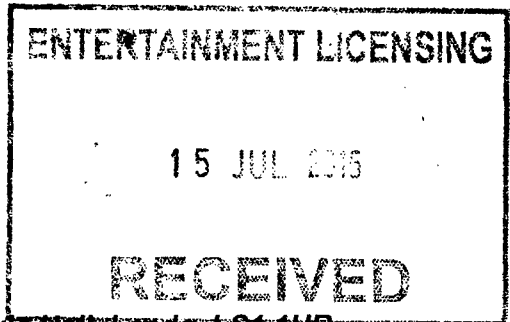
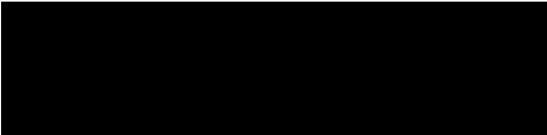


or by post to:

Environmental Protection Team  
Leeds City Council  
Millshaw Park Way  
Leeds  
LS11 0LS

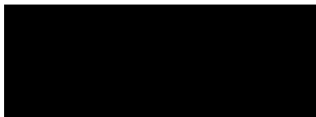


Leeds District Licensing Department  
 First Floor  
 Elland Road DHQ  
 Elland Road  
 Leeds  
 LS11 8BU



15<sup>th</sup> July 2015

Shishir Patel



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

**RE: PITA PIT, 40, WOODHOUSE LANE, LEEDS, LS2 8LX  
 APPLICATION FOR NEW PREMISES LICENCE – LICENSING ACT 2003:  
 POLICE – LETTER OF REPRESENTATION – CUMULATIVE IMPACT POLICY:**

Thank you for submitting your application for the above premises, received at the address above on 2<sup>nd</sup> July 2015.

The application relates to premises which fall within one of the areas of Leeds currently subject to a policy of cumulative impact, as detailed in the present Statement of Licensing Policy 2014-2018, issued by Leeds City Council as the licensing authority.

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

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

The proposed premises are located in a current red zone in the cumulative impact area. The Council's policy states:

*"The council will seek to refuse all applications in these red areas on the basis that the impact on the licensing objectives are at such a level that the area cannot support any more premises opening or extending their hours no matter how impressive the concept or application is. The council will only grant applications in the red zone in exceptional cases", and*

## NOT PROTECTIVELY MARKED

*"This applies to alcohol led premises such as bars, pubs, and nightclubs, and for premises seeking late night refreshment such as takeaways and late opening restaurants".*

The location of this proposed restaurant/take-away is Woodhouse Lane.

This area of the city – Albion Street/Woodhouse Lane – has recently been included in the red area of the Council's Cumulative Impact Policy (CIP) 2014 – 2018, from January 2015 following a police statistical update to the Licensing Authority. Even though it has only just been included in the red zone of the CIP this is an area which has demanded increased police resources and attention for many years. June 2010 saw the introduction of a street marshal scheme in that area which operators fund themselves to try and assist in the reduction of on-street crime. It is an acknowledgement that they all bear a collective responsibility for what occurs on the street in that area.

This is the third challenge to the Cumulative Impact Policy in this area of the city since it was designated 'red'.

The area includes premises such as Tiger Tiger, McDonald's, Subway, Colazione, Maluko, Pryzm, Yates, Hedley Verity (Wetherspoons), and the Merchant. It is an alcohol related violent crime hotspot with peaks of offences of assault/affray, robbery and theft from midnight onwards. Albion Street has been in the top 3 streets for offences from 2010 to 2012 and has shown an increase in calls for service in more recent years.

Extra police resources are deployed to this area on Friday and Saturday evenings, and over Bank Holiday weekends, in an attempt to help reduce the crime and disorder associated with people frequenting the large amount of licensed premises in the immediate area. These crimes/incidents range from thefts and robberies to public order offences, assaults, serious disorder and also sexual offences.

The saturation of the area is such that determining which venues may bear some responsibility for the issues is practically impossible, and means that they cannot be dealt with by way of review or enforcement meetings. A strong Cumulative Impact Policy is therefore imperative to prevent already existing venues extending their licensable hours, and to prevent further premises licences being granted in that area which would add to the considerable impact already being felt.

The current application is for a quick service restaurant/takeaway for operating hours up until 04:00hrs Fridays into Saturdays, and Saturdays into Sundays, and 04:00hrs Mondays into Tuesdays, and Wednesdays into Thursdays of university term time, and therefore falls within all peak crime times.

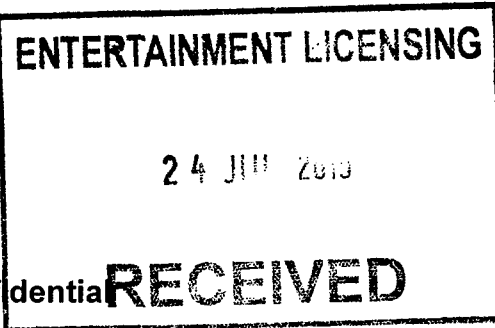
Conditions in relation to CCTV, door staff, an incident report register, search policies, a drugs safe and a number of covers have been offered in the application but their implementation would do little to persuade us that operating during peak crime times would not impact adversely on the area. Other premises in the area have the majority of these measures in place but the area remains problematic.

I do not feel that this application demonstrates an exceptional case. We already have a number of late night refreshment venues in the area and elsewhere in the city, and they act as a beacon to inebriated people who then clash inside and directly outside the premises. A recent similar application by Wok and Go, just a few doors away, has been refused outright at a hearing by the Licensing Authority.

Therefore, in terms of location (RED ZONE), and in terms of applying to operate as a late night restaurant/take-away until 04:00hrs on Saturdays and Sundays, and Tuesdays and Thursdays of university term time, West Yorkshire Police consider that this application implicates the current policy of cumulative impact for Leeds City Centre in the red area, and would rely on the relevant paragraphs of the current Section 182 guidance in making this representation.

NOT PROTECTIVELY MARKED





**LEEDS**  
CITY COUNCIL

Licensing and Registration  
Civic Hall  
Leeds LS1 1UR

Private & Confidential

Shishir Patel

Contact: Susan Holden  
Tel: 0113 247 4095  
Fax: 0113 224 3885

24 July 2015

Dear Mr Patel

**Pita Pit, 40 Woodhouse Lane, Leeds LS2 8LX**  
**Application for a new premises licence**  
**Licensing Act 2003**

Thank you for submitting your application for the above premises, received at the address above on 1<sup>st</sup> July 2015.

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

Specifically your application falls within the red area of the City Centre CIP. As stated at 7.20 of the Statement of Licensing Policy 2014 to 2018 the council will seek to refuse all applications in these red areas on the basis that the impact on the licensing objectives are at such a level that the area cannot support any more premises opening or extending their hours no matter how impressive the concept or application is. The council will only grant applications in the red zone in exceptional cases. It will be for you to advise the council how your application would be an exceptional case.

In addition, I refer you to 7.51 to 7.53 of the Policy which describes how, when considering the presumption against grant in a CIP area, the council will need to be satisfied that the grant will not impact on the cumulative impact of existing licensed premises in the area.

Cont.

**Website: [www.leeds.gov.uk](http://www.leeds.gov.uk)**  
**Switchboard: 0113 222 4444**



INVESTOR IN PEOPLE

Applicants will often suggest measures which they assert will demonstrate there will be no impact. Examples of factors the licensing authority may consider as demonstrating there will be no impact may include, though are not limited to:

- Small premises who intend to operate before midnight.
- Premises which are not alcohol led and only operate during the day time economy
- Instances where the applicant is relocating their business to a new premises but retaining the same style of business.
- Conditions which ensure that the premises will operate in a particular manner such as a minimum number of covers or waiter/waitress service to secure a food led operation.

Examples of factors the licensing authority will not consider as meeting the standard of rebuttal include:

- That the premises will be well managed and run as all licensed premises should meet this standard
- That the premises will be constructed to a high standard
- That the applicant operates similar premises elsewhere, such as in another licensing authority area, without complaint
- That without this application the business will no longer be viable.

As the licensing authority is of the opinion that your application contains insufficient information about how your application would not add to the impact already being experienced in the area, we are submitting a formal representation against your application on the grounds of:

1. Prevention of crime and disorder
2. Public nuisance

As your application is in the red zone we are unlikely to withdraw our representation even if you provide us with further information on how your application does not add to impact. The licensing sub-committee will make a decision in this case, unless you can show us how your application does not meet the scope of the cumulative impact policy.

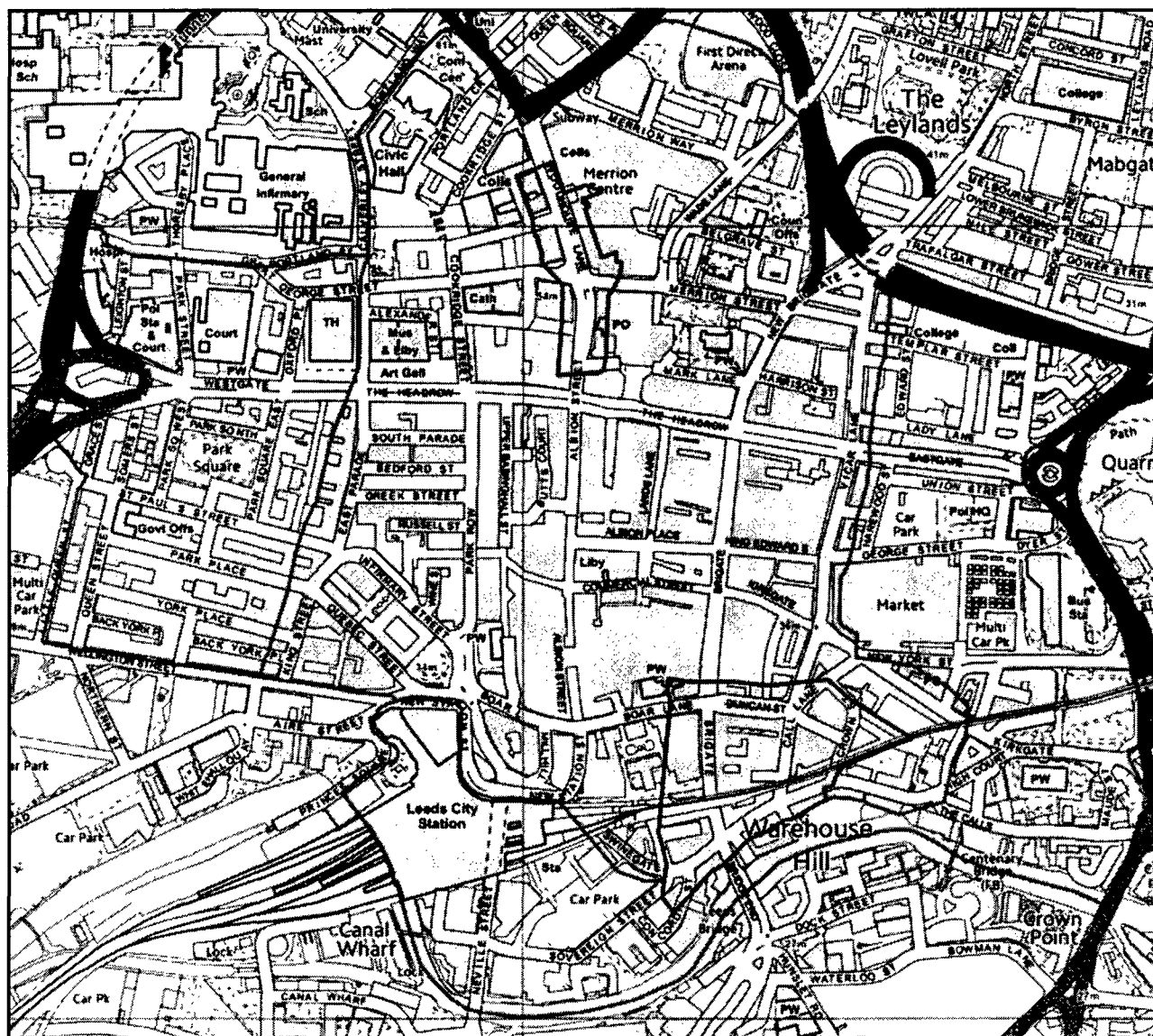
I enclose the guidance note relating to the cumulative impact policy.

Should you have any questions, please contact us.

Yours faithfully



Susan Holden  
Principal Project Officer  
Entertainment Licensing



Area 1 relates to the city centre. West Yorkshire Police have provided information that the nature of the city centre is such that the problem areas and cumulative impact is directly related to the style of businesses opening in that area and their clientele.

In addition the close proximity of a number of venues on a street can result in difficulties in identifying individual premises as causing problems which can be dealt with via an action plan or a review process.

As a consequence the closure or opening of businesses can have a dramatic effect on reported crime and reported incidents in an area. While individual premises are dealt with using the review process, there are areas in Leeds city centre which may temporarily become saturated as new businesses open or existing businesses change their style of operation.

In addition the council recognises that a previous problem area can be improved by the introduction of new styles of business types, such as food led premises, and seeks to encourage this.

This dynamic nature has created difficulties in setting a policy for the city centre that will be relevant for five years until the next formal review. Therefore the council will adopt an approach of designating areas within the city centre CIP as 'red' or 'amber' based upon an analysis of night time economy related issues that are relevant to the licensing objectives. Areas that are considered highly saturated will be designated as red areas.

The council will seek to refuse all applications in these **red areas** on the basis that the impact on the licensing objectives are at such a level that the area cannot support any more premises opening or extending their hours no matter how impressive the concept or application is. The council will only grant applications in the red zone in exceptional cases.

An **amber area** is an area which is of concern based upon an analysis of night time economy related issues that are relevant to the licensing objectives, and the council will expect applicants to offer additional measures tailored to the problems in that area.

All other areas within the city centre CIP will be designated **green areas** where good quality applications will be generally be more acceptable even though the area is a CIP area.

It is the council's policy, on receipt of relevant representations, to

- refuse new and variation applications in the red area
- to seek additional measures for new and variation applications in the amber area
- To seek good quality applications for application in the green area

This applies to alcohol led premises such as bars, pubs and nightclubs, and for premises seeking late night refreshment such as takeaways and late opening restaurants.

The Licensing Act 2003 Statement of Licensing Policy 2014-2018 recognised that the night time economy in Leeds City Centre is dynamic and constantly changing. The council want a cumulative impact policy that can respond to the changing nature of the city centre and so provides this additional document which is reviewed every twelve months to ensure that the CIP zones remain relevant and current with regards to West Yorkshire Police data.

### **Changes in the last year**

West Yorkshire Police has produced a crime and calls for service report "Analysis of Leeds City Centre high volume night-time economy related crime" dated 19/09/2014 which has been referred to when reviewing the red and amber zones for 2015. This report is referred to as the Police report in this document.

There are two distinct areas in the city where extra police resources are deployed on a regular basis. These areas are the Call Lane area and the Albion Street/Woodhouse Lane area. Premises in those areas also deploy street marshals at their own expense as it has been recognised that incidents on the street require extra attention and that early intervention can prevent an escalation in the severity of incidents on the street.

Call Lane Red Area

The Police report shows that the hotspot area of Call Lane is moving slightly west. The block of premises bounded by Briggate (also known as lower Briggate), Call Lane and Duncan Street is predominantly the hot spot area this year, with the emphasis being taken away from the area behind the Corn Exchange. This could be a temporary shift as a number of premises have closed on Assembly Street, but still retain a licence. West Yorkshire Police Licensing Department still report ongoing work with premises in this area, with action planning and reviews of licence premises occurring in the last 12 months. Therefore although the crime statistics show a drop in incidents when compared to previous years, this area remains in the red area this year due to the increase in enforcement action taken by West Yorkshire Police.

Since the last review in December 2013, the council has moved forward with the Lower Kirkgate Townscape Heritage Initiative (THI) which is a regeneration programme that seeks to bring back into use a number of vacant or underused historic properties in the area. This area was included in the red area of the cumulative impact policy in 2012, as there were concerns about dispersal of problems from the Call Lane area into this area of Kirkgate. The Police report shows that although Kirkgate is on the top streets list, there has been a reduction year on year (figure 6 in the Police report). Therefore this area has been removed from the red area and is now included in the amber area.

The council still considers that the proximity of this area to the late night economy in Call Lane and Lower Briggate is of a concern, and so has placed this area in the amber area to ensure that new businesses in this area provide a different style of premises to the late night bars and nightclubs which are saturating the red area.



## Albion Street/Woodhouse Area

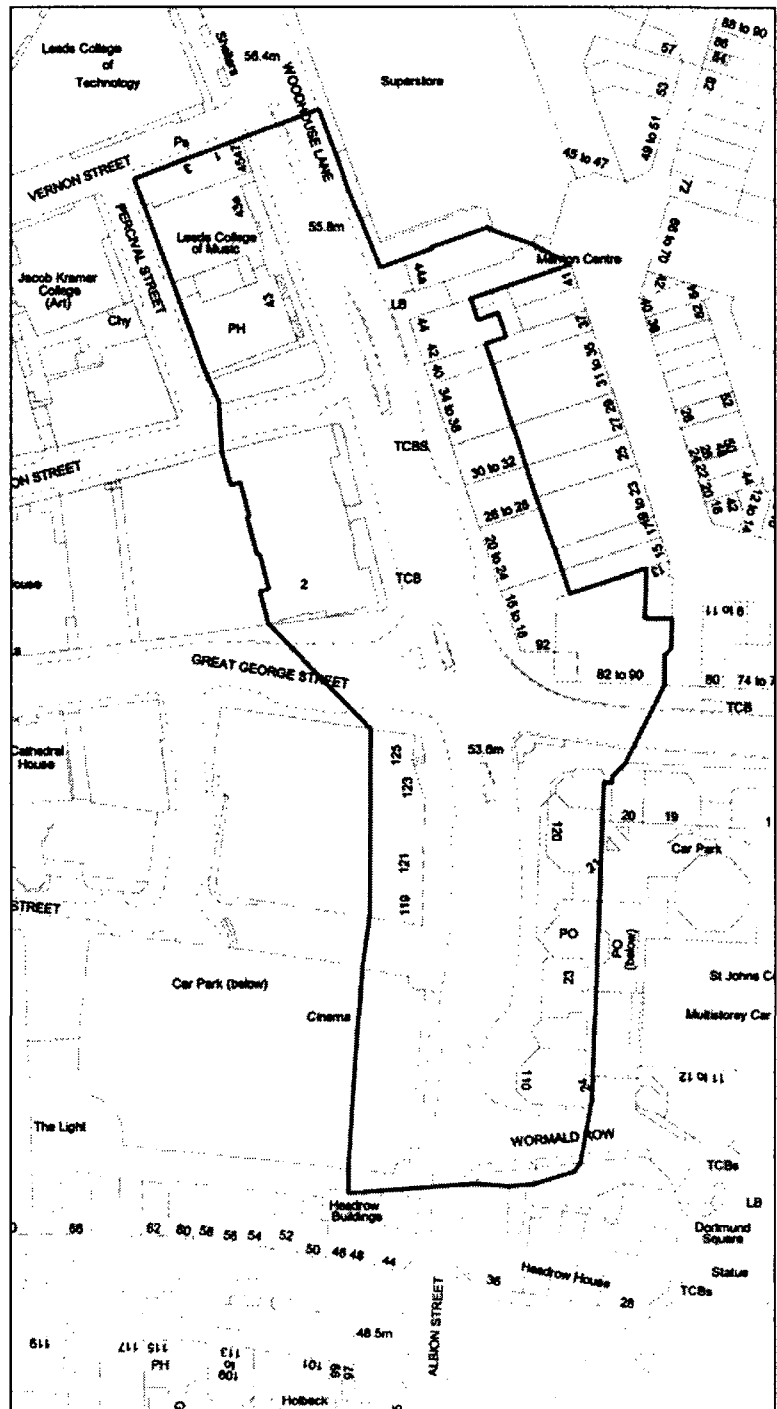
The police report clearly shows an increase in calls for service in Albion Street and Woodhouse Lane which evidences nuisance in this area. This remains a busy area during the post-midnight weekend hours with an increase in calls for service of 5.4% for Albion Street and 16.8% for Woodhouse Lane.

The top ten streets in the Calls for Service table are:

1. Briggate
2. Great George Street
3. Call Lane
4. The Headrow
5. Boar Lane
6. Albion Street
7. Woodhouse Lane
8. New York Street
9. New Briggate
10. Millgarth Street.

Great George Street, New Briggate and Millgarth Street have seen a reduction in calls for service from the preceding 12 months. This shows two clear areas where the calls for service are high – the Call Lane/Briggate/Boar Lane area which is already covered by the red area. The other main area is Albion Street, Woodhouse Lane and the Headrow.

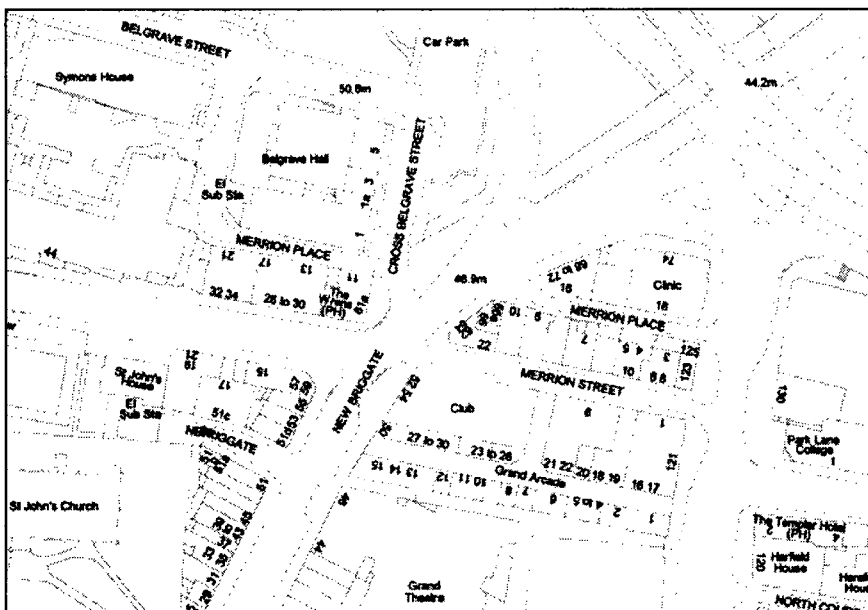
In addition the Police report shows that this area remains a hotspot for robbery, assault and theft. For these reasons this area is now included in the red zone as the cumulative impact of the number of premises in this area has a direct impact on crime and disorder in this area.



## Merrion Street

In the past year a new night time economy area has been developed at the north end of New Briggate, around a side street which is an extension of Merrion Street. There are a number of new late night bars, with a food offer opening in this area in the last year. With the imminent opening of three more premises in this area, it is expected that this part of the city will become very busy and vibrant after midnight.

The Police report shows a slight increase in calls for service (Appendix 1 to the Police report “Analysis of Leeds City Centre High Volume Night-time Economy Related Crime”), which shows a small increase in nuisance in this area.



This area remains in the amber area this year, as this provides the most flexibility to negotiate with applicants regarding safeguards that can be put in place to prevent this area becoming a crime or nuisance hotspot.

## **Conclusion**

The review of the cumulative impact of licensed premises on the city centre shows:

- A continuation of the problems being experienced in the Lower Briggate, Call Lane, Duncan Street triangle
- A reduction of problems in the Assembly Street area which may be temporary
- The removal of the Kirkgate area from the red area to encourage development in this area
- An increase in calls for service indicating nuisance being experienced in the Albion Street area
- Although crime stats are down in the Albion Street Area they still remain high for the city centre, and so are highlighted as a crime hotspot
- An increase in the number of premises in the Merrion Street area which at the moment have not shown an increase in problems in the area

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