



LICENSING SUB-COMMITTEE

MEETING TO BE HELD IN CIVIC HALL, LEEDS ON

TUESDAY, 1ST MARCH, 2016 AT 10.00 AM

MEMBERSHIP

Councillors

J Dunn - Ardsley and Robin Hood
G Hussain - Roundhay

Third Member to be confirmed

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

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

Item No	Ward	Item Not Open		Page No
5			<p>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p> <p><u>HEARINGS</u></p>	
6			<p>APPLICATION TO VARY A PREMISES LICENCE HELD BY HEAD OF STEAM 13A NORTH LANE, HEADINGLEY, LEEDS, LS6 3HG</p> <p>To receive and consider the attached report of the Head of Elections, Licensing and Registration.</p> <p><u>Third Party Recording</u></p> <p>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.</p> <p>Use of Recordings by Third Parties – code of practice</p> <ol style="list-style-type: none"> 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. 	1 - 42



Report author: Miss Charlotte Deighton
0113 2474095

Report of the Head of Elections, Licensing and Registration

Report to the Licensing Sub Committee

Date: 1st March 2016

Subject: Application to vary a premises licence held by Head Of Steam 13A North Lane, Headingley, Leeds, LS6 3HG

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

Summary of main issues

This is an application to vary a premises licence, made by Camerons Brewery Limited, for Head Of Steam 13A North Lane, Headingley, Leeds, LS6 3HG.

The purpose of the variation is to seek approval to extend the sale of alcohol, regulated entertainment hours and to permit films. They also intend to replace, remove certain conditions and to include structural alterations. As noted in 3.1.

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

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

The premises are located within an area covered by a cumulative impact policy.

1 Purpose of this report

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

2 History of premises

An application to vary an existing Justices 'On' licence was received on the 26th May 2005. This was granted as applied for.

An application to vary the licence was received on the 13th March 2007. This was to extend the hours of licensable activities. This attracted a representation from Environmental Health but was later withdrawn due to an agreement been made with the applicant. The application was then granted.

A variation application was received on the 9th May 2007 for the purpose of structural alterations. West Yorkshire Police made a representation to this on the grounds of crime and disorder and was scheduled for hearing. The applicant came to an agreement with WYP and the hearing was dispensed with and the application was granted.

A variation application was received on the 12 July 2009. This proposed to extend the sale of alcohol hours and include live music to the licence. West Yorkshire Police submitted a formal representation and was scheduled for hearing. We also received a representation from Planning and Environmental Protection Team. On the 20th July 2009 the applicant withdrew the application.

On the 27th July 2010 a variation application was received to extend the sale of alcohol hours by 1 hour. This received representations from responsible authorities, a ward councillor and several members of the public. The application was scheduled for a hearing but after the applicant withdrew this the hearing was dispensed with.

Since the initial application several applications to change the designated premises supervisor and the licence holder have been made

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

3 The application

- 3.1 The applicant is Camerons Brewery Limited.
- 3.2 Briefly the application is to:
 - To permit sale of alcohol and recorded music on Sundays from 10:00 to 00:00.
 - To permit films from 08:00 to 00:00 daily.

- To permit late night refreshment on Sundays to 00:00
- To permit sale of alcohol for consumption both on and off the premises.
- Opening hours to start at 08:00 hours and finish at 00:30 hours.
- All conditions under Annex 2 and annex 3 of the licence together with embedded restrictions to be substituted with the schedule of conditions submitted with the application.
- Make structural alterations
- To change the name of the premises from Voodoo Bar to Head of Steam.

4 The operating schedule

- 4.1 The applicant proposes to promote the licensing objectives by taking the additional steps identified in the operating schedule which is attached at Appendix B.

5 Location

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

6 Representations

- 6.1 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.

Representations from Responsible Authorities

- 6.2 Representations have been received from West Yorkshire Police in their capacity as a responsible authority. A copy of the representation may be found at Appendix D.
- 6.3 Representations have been received from Environmental Protection Team in their capacity as a responsible authority. A copy of the representation may be found at Appendix E.
- 6.4 Representations have been received from Health and Safety in their capacity as a responsible authority. A copy of the representation may be found at Appendix F.
- 6.5 Any representation may be negotiated prior to the hearing. In this instance the operating schedule has been amended to include the measures agreed with Environmental Health, West Yorkshire Police and Health and Safety. A copy of the agreement may be found at Appendix G.

Other representations

- 6.6 The application has attracted representations from members of the public (described as 'other persons' in the legislation).

6.7 Entertainment Licensing is in receipt of a letter of objection which is opposed to the application on the grounds of public nuisance.

6.8 In order to protect personal data, redacted copies of the representations are attached at Appendix H. Unredacted copies will be available at the hearing for Members consideration.

7 Cumulative Impact Policy

7.1 The premises are located within the cumulative impact area for Headingley.

7.2 Cumulative impact means the potential impact on the promotion of the licensing objectives due to significant number of licensed premises concentrated in one area.

7.3 An applicant wishing to vary a licence for premises which fall within any of the cumulative impact areas must identify, through their operating schedule, the steps they intend to take so that the council and responsible authorities can be satisfied that granting this variation would not add to the impact already being experienced.

7.4 Details of the cumulative impact policy specific to Area 2 and an outline of the evidence behind the reason for setting this policy is attached at Appendix I.

7.5 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.

8 Licensing hours

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

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

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

9 Equality and diversity implications

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

10 Options available to Members

10.1 The licensing subcommittee must take such of the following steps as it considers appropriate for the promotion of the licensing objectives:

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

10.2 Members of the licensing subcommittee 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 Background papers

- Guidance issued under s182 Licensing Act 2003
- Statement of Licensing Policy

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Premises Licence

Appendix A

Part A Schedule 12 Licensing Act 2003

Part 1 – Premises Details

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

Voodoo Bar And Restaurant, 13A North Lane, Headingley, Leeds, LS6 3HG

Licensable activities authorised by this licence

Sale by retail of alcohol, Provision of late night refreshment, Performance of recorded music

Times the licence authorises the carrying out of licensable activities

Sale by retail of alcohol

Monday to Saturday	10:00 - 00:00
Sunday	11:00 - 23:00

Provision of late night refreshment

Monday to Saturday	23:00 - 00:00
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Location of activity: Indoors

Performance of recorded music

Monday to Saturday	10:00 - 00:00
Sunday	10:00 - 23:00

Location of activity: Indoors

Further details: Background music only

Details relating to all activities

Concerns in respect of children:

None

Opening hours of the premises

Monday to Saturday	09:00 - 00:00
Sunday	10:00 - 23:00

Alcohol is sold for consumption on the premises

Part 2

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

Camerons Brewery Limited
Main Gate House
Waldon Street
Hartlepool
Cleveland
TS24 7QS

Current Email Address:

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

Registered business number: 03571101

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

IS

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

Personal licence number: LEEDS/PERL/06504/12 Licensing authority: Leeds City Council

Licence issued under the authority of Leeds City Council

Annex 1 – Mandatory Conditions

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

In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises -

- a. games or other activities which require or encourage, or are designed to require or encourage individuals to -
 - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - ii. drink as much alcohol as possible (whether within a time limit or otherwise);
 - b. provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee other public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - c. provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - d. selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorize anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
 - e. dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
5. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
 6. The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

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

- a. a holographic mark, or
- b. an ultraviolet feature.

7. The responsible person must ensure that -

a. where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:

- i. beer or cider: ½ pint;
- ii. gin, rum, vodka or whisky: 25 ml or 35 ml; and
- iii. still wine in a glass: 125 ml;

b. these measures are displayed in a menu; price list or other printed material which is available to customers on the premises; and

c. where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

8. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

For the purposes of the condition set out in paragraph 1 of this condition -

a. "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

b. "permitted price" is the price found by applying the formula $P = D + (D \times V)$ where -

- i. P is the permitted price,
- ii. D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- iii. V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

c. "relevant person" means, in relation to premises in respect of which there is in force a premises licence -

- i. the holder of the premises licence,
- ii. the designated premises supervisor (if any) in respect of such a licence, or
- iii. the personal licence holder who makes or authorises a supply of alcohol under such a licence;

d. "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

e. "value added tax" mean value added tax charged in accordance with the Value Added Tax Act 1994.

Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

- (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Embedded restrictions

9. Alcohol shall not be sold or supplied except during the hours stated on this licence and:
 - a. On Christmas Day, 12 noon to 3 p.m. and 7 p.m. to 10.30 p.m.
 - b. On New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31st December).
10. The above restrictions do not prohibit:
 - a. the taking of the alcohol from the premises, (unless the alcohol is supplied or taken in an open vessel,) during the first thirty minutes after above hours;
 - b. the consumption of the alcohol on the premises by persons taking meals there during the first thirty minutes after the above hours, if the alcohol was supplied for consumption ancillary to those meals.
 - c. consumption of the alcohol on the premises by, or, the taking, sale or supply of alcohol to any person residing in the licensed premises;
 - d. the ordering of alcohol to be consumed off the premises, or the despatch by the vendor of alcohol so ordered;
 - e. the sale of alcohol to a trader or club for the purposes of the trade or club;
 - f. the sale or supply of alcohol to any canteen or mess, being a canteen in which the sale or supply of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of Her Majesty's Naval, Military or Air Forces;
 - g. the taking of alcohol from the premises by a person residing there; or
 - h. the supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense, or the consumption of alcohol by persons so supplied;
 - i. the supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence, or the consumption of liquor so supplied, if the liquor is supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises.
11. Where the number of children attending the entertainment exceeds 100 the licensee shall ensure that the provisions of Section 12 of the Children and Young Persons Act 1933 are complied with.
12. CCTV to be installed to standard acceptable to police.
13. Intoxicating liquor shall not be sold or supplied for consumption off the premises.

14. In areas covered by Children's Certificates each child must be supervised by an accompanying adult at all times.
15. If requested, children's drinks must be served in plastic or paper containers.
16. All electrical sockets in public areas must be adequately protected.
17. A menu must be available at all times either with a children's section or indicating that half portions are available of items on the adult menu for children.
18. Smoking is not permitted in the area covered by the Children's Certificate during the Certificate's hours of operation.
19. No machine which gives a prize including Amusement with Prizes machines shall be sited within the area covered by the Children's Certificate.

Annex 2 – Conditions consistent with the operating schedule

The prevention of crime and disorder

20. There shall be no consumption of alcohol or food, or any other licensable activities in the beer garden or any other external area after 23:00 hours.
21. A suitable CCTV system will be maintained and be operational on the premises at all times when licensed activities are being carried out.
22. Changes to the siting and standard of CCTV systems may only be made with the written consent of West Yorkshire Police.
23. Security footage will be made secure and retained for a period of time to the satisfaction of WYP.
24. A Supervisors 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.
25. 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.
26. The Licensee will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti social behaviour, and ejections from the premises.
27. 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, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.
28. The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.
29. The Licensee will inform West Yorkshire Police of any search resulting in a seizure of drugs or offensive weapons.
30. A suitable receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police.
31. Notices will be displayed at the entrances of the premises which state:

- a. incidents of crime and disorder will be reported to the police;
 - b. entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent;
 - c. 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.
32. A communication link will be kept in working order at all times.
 33. 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.
 34. Any police instructions or directions given via the link will be complied with whenever given.
 35. All incidents of crime or disorder will be reported via the link to an agreed police contact point.
 36. The Licensee will adopt a proof of age scheme which is approved by WYP and West Yorkshire Trading Standards (WYTS).
 37. The Licensee's 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.
 38. 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.
 39. The Licensee will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.
 40. Plastic or toughened glasses/bottles will be used when requested by West Yorkshire Police (e.g. football match days).
 41. Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be displayed at the exits to the premises.
 42. The Licensee will belong to a recognised trade body or Pub Watch Scheme, whose aims include the promotion of the licensing objectives.
 43. The Licensee will ensure that customers who commit acts of anti-social behaviour are removed from the premises. Such customers will be excluded from the premises if further incidents occur.
 44. The Licensee will comply with the agreed protocols of the local pub watch scheme(s) or trade body where unilateral banning orders are implemented.
 45. At least thirty minutes will be allowed between the final sales of alcohol and closing the premises. The DPS will permit customers to finish their drinks and leave the premises in an orderly manner.

Public Safety

46. A written risk assessment will be kept which covers all activities which affect the health and safety of members of the public. This will include the noise levels to which the public are to be exposed and information will be provided for the public via signage at the entrance. The assessment will be produced for inspection at the request of an authorised officer.
47. All exit doors will be accessible, open easily, and exit routes will be maintained.

48. Safety checks, including doors, will be undertaken before opening to the public and a record kept of inspections. Also any inward opening Entrance/Exit door must be permanently held open on Cabin Hooks during Licensed hours. To alter this arrangement written permission of the Fire Service is required.
49. 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.
50. 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.
51. All equipment with which the public may have contact, will be maintained, stored and operated in a safe manner. Appropriate maintenance and test records will be kept and be available for inspection by an authorised officer.
52. Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.
53. Electrical installations will be inspected on a periodic basis (at least every 5 years) by a suitably qualified and competent person. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.
54. Portable electrical appliances including those brought in temporarily onto the premises will be checked on a regular basis by a suitably trained and competent person to ensure they are in a safe condition. Records will be kept of these checks. These will be made available at the request of an authorised officer.
55. Temporary electrical wiring and distributions will be inspected by a suitably qualified and competent person before they are put into use. An Inspection record/certificate will be retained for inspection by an authorised officer.
56. The Licensee will maintain an electrical manually operated fire alarm system that can be clearly heard in all parts of the premises to the satisfaction WYFRS.
57. The Licensee will maintain a fire alarm system with automatic heat and smoke detectors. The systems requirements, testing and operation will be to the satisfaction of WYFRS.
58. The positioning of the electrical fire alarm system, smoke and heat detectors will be agreed with WYFRS.
59. Fire alarm tests will be carried out daily and recorded in a suitable log book. The log book will be made available for inspection by an authorised officer.
60. All staff will be trained in operating the alarm system and be familiar with the fire and escape routes and action to be taken in the event of fire.
61. The Licensee will install and maintain electrical emergency lighting. The source of supply for this lighting will be separate from that for the general lighting. The emergency lighting will be positioned in areas agreed with the WYFRS. These areas will include passages, corridors, ramps and stair cases. The emergency lighting will allow individuals to see their way out of the premises without the aid of general lighting.
62. The emergency lighting will perform on a complete failure of the normal lighting in a manner agreed with WYFRS. The emergency lighting will meet the British safety standards stipulated by WYFRS.
63. The Licensee will provide to the satisfaction of WYFRS exit sign boxes lit by both primary and emergency lighting. These exit sign boxes will be placed in positions agreed with WYFRS. The size, illumination and design of the sign(s) will be agreed with WYFRS.

64. Exit doors will be provided with external primary and emergency lighting points to the satisfaction of the WYFRS. The design of external fire escape route will be to the satisfaction of WYFRS.
65. The location, number, fire rating and standard of fire extinguishers will be agreed with WYFRS prior to installation and will comply with that agreement at all times.
66. The emergency lighting system will be tested in a manner which satisfies WYFRS. The test results will be kept in a suitable log book and will be available for inspection by an authorised officer.
67. The Licensee will provide any kitchen on the premises with a fire blanket which meets the standards recommended by WYFRS. The fire blanket will be installed and maintained to the satisfaction of the WYFRS.
68. All curtains and drapes in the premises will be fire retardant and to the satisfaction of WYFRS. Certificates of compliance to the relevant British Standards will be available for inspection by an authorised officer.
69. Fabric, foliage and decorations will be constructed from materials to the satisfaction of the WYFRS. Certificates of compliance to the relevant British Standards will be available for inspection by an authorised officer.
70. The filling materials used in the furnishings will be combustion modified foam or other material to the satisfaction of WYFRS. Evidence of compliance to the relevant British Standards will be available for inspection by an authorised officer.
71. Any wall coverings at the premises, or on escape routes will be to the satisfaction of the WYFRS. Evidence of compliance to the relevant British Standards will be available for inspection by an authorised officer.
72. Floor coverings at the premises will comply with those safety standards as stipulated by WYFRS. Evidence of compliance to the relevant British Standards will be available for inspection by an authorised officer.
73. The Licensee will make provision for regular inspections of the premises structure. A written record of these inspections will be kept. The records will be made immediately available for inspection at the request of an authorised officer.
74. At the request of an authorised officer the Licensee will produce certification of any building works carried out at the premises. (This will be in the form of a building regulations completion certificate issued by the local authority or an approved inspector).
75. Regular safety checks of decorative and functional fixtures that could fall causing injury to the public or may cause a risk of fire, will be undertaken.
76. 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.
77. All floor surfaces will be suitably slip resistant, kept in good condition and free of obstructions to prevent slips, trips and falls.
78. 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.
79. Safety checks will be recorded and made available for inspection at the request of an authorised officer.

80. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.
81. Hot food and drink preparation will be isolated or shielded from members of the public to prevent risk of scalds or burns to them.
82. Suitably trained First Aid staff will be provided at all times when the premises are open.
83. Adequate and appropriate First Aid equipment and materials will be available on the premises.
84. A written procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.
85. 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.
86. Fireworks or pyrotechnics will not be used without prior written notification to WYFRS.
87. The Licensee will ensure that there is a procedure for the safe evacuation of disabled persons.
88. Staff will be trained in the procedure and a record kept of such training.

The prevention of public nuisance

89. Patrons shall not be allowed to use the outside dining areas after 23.00 hours.
90. No nuisance will be caused by noise or vibration emanating from the premises. Licensable activities will be conducted and the facilities for licensed activities will be designed and operated so to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties.
91. There will be no external loudspeakers.
92. Noise from the premises shall be inaudible at the nearest noise sensitive premises (i) after 23:00 hours and (ii) at any time when entertainment, as defined by paragraph 2 of Schedule 1 of the Licensing Act 2003, takes place on more than 30 occasions per year.
93. Empty bottles will be stored in suitable receptacles immediately outside of the premises prior to collection. Receptacles will be used in a manner to minimise noise disturbance to adjoining properties.
94. Bottles will not be placed in the external receptacle after 23.00 hours to minimise noise disturbance to adjoining properties.
95. Deliveries, collections of refuse and bottles, and operational servicing will be carried out to minimise noise disturbance to adjoining premises. Instructions will be provided to drivers requiring them to switch off engines during deliveries, collections and servicing and to minimise other noise caused by their activities. Deliveries will be carried out between 07.00 and 19.00 except where unavoidable.
96. The rating level of noise from plant and machinery will be no higher than 5dB below the lowest background level at the most affected noise sensitive premises during the operation of the plant. Plant and machinery will be regularly serviced and maintained to continue to meet the rating level.
97. The Licensee will adopt a 'cooling down' period where music volume is reduced towards the closing time of the premises.

98. The Licensee will ensure patrons use beer gardens, external areas and play areas in manner which does not cause nuisance to nearby residents and business in the vicinity. Patrons will not use such areas after 23:00.
99. Where the premises is located close to noise sensitive properties adequate ventilation systems will be provided to prevent the need to open windows and doors.
100. The licensee will ensure that lighting provided for the purpose of customer and staff safety, for the security of the premises, and lighting associated with activities of entertainment and advertising is of such an intensity, suitably positioned and operated so as not to cause nuisance to neighbouring or adjoining premises.
101. The premises will operate a suitable ventilation and extraction system. The system will be cleaned and maintained to the manufacturer's instructions to prevent unwanted odours occurring.
102. The premises will be operated in a manner which will prevent unwanted odours causing a nuisance to persons in the immediate area or nearby properties.
103. The licensee will ensure that business waste is stored inside closed containers awaiting collection, that litter arising from people using the premises is cleared away regularly, that promotional materials such as flyers do not create litter, and that other street advertising is carried out lawfully.
104. Clear and legible notices will be displayed at exits, car parks and other circulatory areas requesting patrons to leave the premises 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.
105. A facility will be provided for customers to order taxis/private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent location.

Protection of children from harm

106. The Licensee will adopt a proof of age scheme which is approved by WYP and West Yorkshire Trading Standards.
107. The Licensee's staff will ask for evidence of age from any person appearing to be under the age of 18 who is attempting to purchase alcohol at the premises.
108. Signs will be provided informing customers that sales will not be made to under 18s, and that age identification may be required.
109. People under 18 (including staff) will not be admitted to the premises at any time when gambling is taking place.
110. There will be sufficient screening of the relevant entertainment from view of those under 18.

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

None

Annex 4 – Plans

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

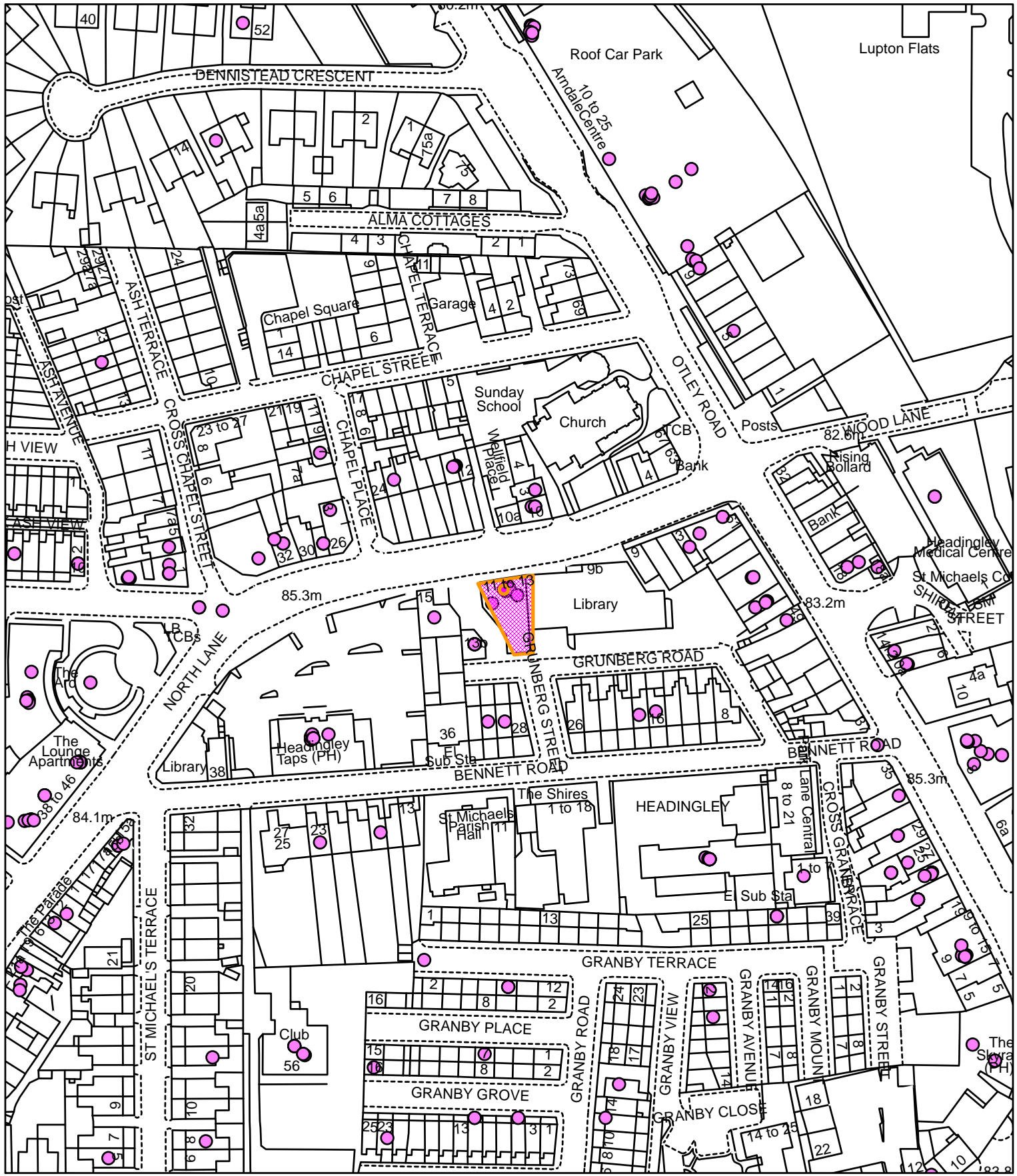
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SCHEDULE OF CONDITIONS

HEAD OF STEAM, 13A NORTH LANE, HEADINGLEY, LEEDS, LS6 3HG

1. The operator shall ensure that at all times when the premises are open for any licensable activity there is sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder.
2. The operator and designated premises supervisor shall conduct a risk assessment for the general operation of the premises and in the case of individual bespoke events.
3. A CCTV system shall be designed, installed and maintained in proper working order, to the satisfaction of, and in consultation with West Yorkshire Police. Such a system shall:-
 - (a) Be operated by properly trained staff;
 - (b) Be in operation at all times that the premises are being used for a licensable activity;
 - (c) Ensure coverage of all entrances and exits to the licensed premises internally and externally;
 - (d) Ensure coverage of such other areas as may be required by the Licensing Authority and West Yorkshire Police;
 - (e) Provide continuous recording facilities for each camera to a good standard of clarity. Such recordings shall be retained on paper or otherwise may be put on tape or otherwise (for a period of 28 days) and shall be supplied to the Licensing Authority or Police Officer on request.
4. The maximum number of persons permitted on the premises at any one time shall not exceed a figure prescribed by the risk assessment carried out by the Premises Licence Holder in accordance with fire safety legislation.
5. The Designated Premises Supervisor shall ensure that there are effective management arrangements in place to enable him/her to know how many people there are in the premises at times prescribed within the management risk assessment.
6. An operating policy shall be implemented in respect of the outside terrace to include staffing, monitoring and general management of the area on a daily basis.
7. There will be no consumption of alcohol or food or any other licensable activities in the external terrace or any other external area after 23.00 hours.
8. When amplified music entertainment is taking place, all windows must be kept closed and internal lobby doors must be kept closed except for access and egress.
9. No noise from the licensed premises including noise from patrons and amplified music shall cause a public nuisance by being audible within any residential accommodation in the vicinity of the premises.
10. No glass material or bottles will be deposited in any skip, bin or other container of a like nature, located outside of the premises, between the hours of 2300 and 0700 hrs Monday to Sunday, and any such skip, bin or container shall not be removed for refuse collection or recycling from the premises between those hours.
11. All members of staff at the premises including door supervisors shall seek "credible photographic proof of age evidence" from ~~Page 10~~ Person who appears to be under the age of 21 years and who is seeking access to the premises or is seeking to purchase or consume

alcohol in the premises. Such credible evidence, which shall include a photograph of the customer, will either be a passport, photographic driving licence or proof of age card carrying a "PASS" logo.







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

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Key

	On licence		Late night refreshment
	Off licence		Other

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Deighton, Charlotte

JA

01/68/011

Appendix D

From:
Sent: 01 February 2016 08:03
To: Entertainment Licensing
Cc:
Subject: 010216 HEAD OF STEAM
Attachments: 010216 HEAD OF STEAM.doc

Morning

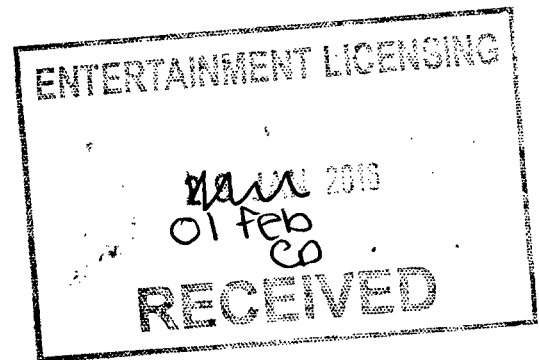
Please find attached a letter of representation, qualified objection, to the application to vary the premises licence for Head of Steam, 13A North Lane, Headingley, LS6 3HG.

I have included the applicants representative on this email.

Kind regards

Cat

Cat Sanderson
Licensing Officer
Leeds District
Mill Road, Leeds, LS11 8BU



use ring 101. Always dial 999 in an emergency.

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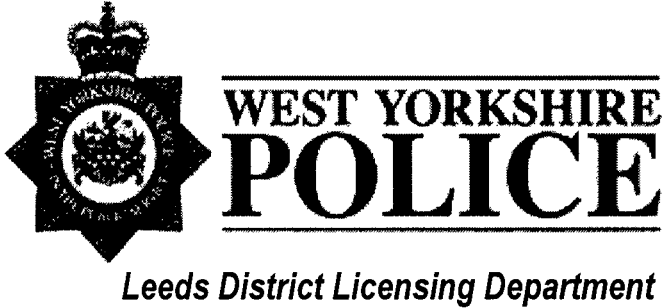
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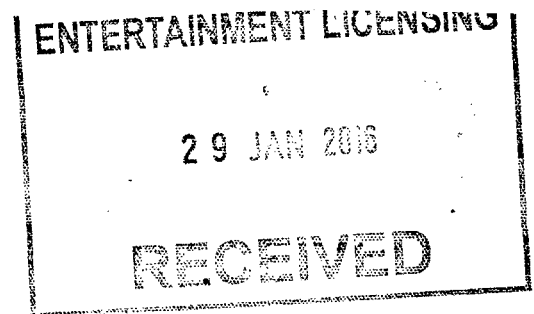


Leeds District Licensing Department
West Yorkshire Police
District Headquarters
Elland Road
Leeds
LS11 8BU

Tel
Fax:
Email:

1st February 2016

SINTONS LLP
THE CUBE
BARRACK ROAD
NEWCASTLE UPON TYNE
NE4 6DB



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

RE: **HEAD OF STEAM, 13A NORTH LANE, HEADINGLEY, LS6 3HG
VARIATION OF PREMISES LICENCE – LICENSING ACT 2003:
POLICE – LETTER OF REPRESENTATION – ‘QUALIFIED’ OBJECTION:**

Thank you for submitting your application for the above premises, received at the address above on 6th January 2016.

West Yorkshire Police are of the opinion that your application contains insufficient information about how you intend to meet the licensing objectives.

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

1. the prevention of crime & disorder
2. the prevention of public nuisance

However, West Yorkshire Police are also of the opinion that the said objectives could be met should you be prepared to incorporate certain identified measures within your operating schedule, in **addition** to what you may have offered in your application.

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

Should you be in agreement with the suggested measures then please signify this by completing and signing **Part 2** of the enclosed form and return the complete document to this office as soon as possible, but no later than 3rd February 2016.

NOT PROTECTIVELY MARKED

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

Alternatively should you disagree with the proposed measures, then please complete **Part 3** and again return the complete document to this office as soon as possible, but no later than 3rd February 2016.

PART 1 - to be completed by the Responsible Authority:

West Yorkshire Police propose the following control measures under the Licensing Act 2003 (in **addition** to those that you may have already offered), for the premises:

**HEAD OF STEAM
13A NORTH LANE
HEADINGLEY
LEEDS
LS6 3HG**

Having considered the application under the Licensing Act 2003 for the above premises, West Yorkshire Police considers that the following measures are relevant, proportionate and necessary in order to promote the following licensing objectives:

- the prevention of crime & disorder
- the prevention of public nuisance

Measures / Additional measures proposed:

- The CCTV system will contain the correct time and date stamp information.
- The CCTV system will have sufficient storage retention capacity for a minimum of 31 days' continuous footage which will be of good quality.
- 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.
- 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.
- 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.
- 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.

West Yorkshire Police are satisfied that the proposed measures are not adequately dealt with by other legislation.

By signing the declaration enclosed overleaf at **Part 2**, the applicant agrees to incorporate the proposed measures within the Operating Schedule for the said premises.

NOT PROTECTIVELY MARKED

Upon the satisfactory completion of the declaration, West Yorkshire Police will provide notice to the Licensing Authority that our representation is withdrawn in accordance with schedule 10(a) of the Licensing Act 2003 (Hearings) Regulations 2005.

Cat Sanderson
Leeds District Licensing Officer

Date: 1st February 2016

NOT PROTECTIVELY MARKED

PART 2 – to be completed by the applicant or applicant’s representative:

Consent for all proposed control measures under the Licensing Act 2003.

Name & Address of Premises:

**HEAD OF STEAM
13A NORTH LANE
HEADINGLEY
LEEDS
LS6 3HG**

I / We

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

In signing this document:

- I / we agree with the measures proposed by West Yorkshire Police,
- I / we provide our consent for the Licensing Authority to incorporate the said measures into the operating schedule for the stated premises, and furthermore,
- I / we confirm the premises will then operate in accordance with those measures agreed to.

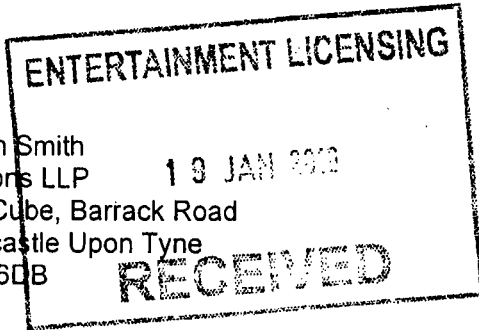
Signed:

Dated:

amended
version



Leeds
CITY COUNCIL



Sarah Smith
Stintons LLP
The Cube, Barrack Road
Newcastle Upon Tyne
NE4 6DB

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

Cont:
Tel:
Fax:
mark
Our i LA01
19 Ja

By email to:

Dear Ms Smith

Licensing Act 2003

Name and Address of Premises: Head Of Steam, 13A North Lane, Headingley, Leeds, LS6 3HG

We refer to your licensing application for the above premises. We believe you have not given enough information about how you intend to meet a licensing objective, which is to prevent public nuisance. We therefore submit a formal objection to your application.

You could meet the objective by agreeing to certain measures that we suggest are reasonable and relevant to your application. Please see part 1 of the enclosed document.

If you agree with the measures please complete and sign part 2 of the enclosed form and return it to us as soon as possible. Once we receive the form we will take it that you wish the licensing authority to amend your operating schedule to include those measures as conditions on the licence. If you disagree with the suggested measures then please complete part 3 and return it to us as soon as possible.

If you feel we should consider anything else or you have any questions please do not hesitate to contact us.

If the opening hours you propose under this application differ to those on the current planning approval then you should also apply to Planning Services to vary the hours. If you operate without planning permission you may have not met the relevant planning condition. You can contact Planning Services on 0113 222 4409.

Environmental Health Officer



PART 1

To be completed by the responsible authority

Leeds City Council's Environmental Action Service

Proposed Controlled Measures under the Licensing Act 2003

Name and Address of Premises: Head Of Steam, 13A North Lane, Headingley, Leeds, LS6 3HG

The premises are established in the popular area of Headingley. Historically there have been issues of complaints of noise from the premises affecting local residents. This has been due to loud music and patron noise. The premises can best be described as 'acoustically weak'. This is due to the large areas of glazing to the front and side elevations. There is also an external area to the right hand side of the premises. Surrounding this area and the other elevations are a number of residential units. The nearest being only a few metres away in the adjacent courtyard. There are also numerous flats and houses on North Lane and on Grunberg Road behind the premises.

We note your proposals on your application to delete the existing conditions in annexes two and three and replace these with alternative conditions. Whilst we can agree to some of these conditions, we do not feel that these go far enough to prevent public nuisance.

Accordingly whilst we agree to the deletion of the conditions in annexes two and three, we have suggested below conditions we feel will meet the public nuisance objective.

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. Licensable activities shall be conducted and the facilities for licensed activities shall be designed and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties.
2. Noise from a licensable activity at the premises will not be audible at nearby noise sensitive premises after 23.00 hours.
3. There shall be no external loudspeakers
4. When amplified music is being played, all windows must be kept closed. All doors must be closed except for the purposes of access and egress.
5. No glass material or bottles will be deposited in any skip, bin or other container of a like nature outside of the premises between the hours of 23.00 and 07.00 Monday to Sunday. Any such skip, bin or container shall not be removed for refuse collection or recycling between those hours

6. Noise from plant or machinery shall not be audible at the nearest noise sensitive premises during the operation of the plant or machinery. Plant and machinery shall be regularly serviced and maintained to meet this level.
7. There will be no consumption of alcohol or food or any licensable activity undertaken in the external terrace area after 23.00 hours each day
8. The activities of persons using the external areas shall be monitored after 23.00 hours and they shall be reminded to have regard to the needs of local residents and to refrain from shouting and anti-social behaviour etc when necessary.
9. Odour from any licensable activity will not cause a public nuisance to any nearby premises

Litter

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

Transport / Pedestrian Movement

11. Clear and legible notices will be displayed at exits 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.
12. The management and any door supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.

Signed: Mark Everson

Dated: 19 January 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: Head Of Steam, 13A North Lane, Headingley, Leeds,
LS6 3HG**

I / We

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

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

Signed:

Dated:

PART 3

**Name and Address of Premises: Head Of Steam, 13A North Lane, Headingley, Leeds,
LS6 3HG**

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.

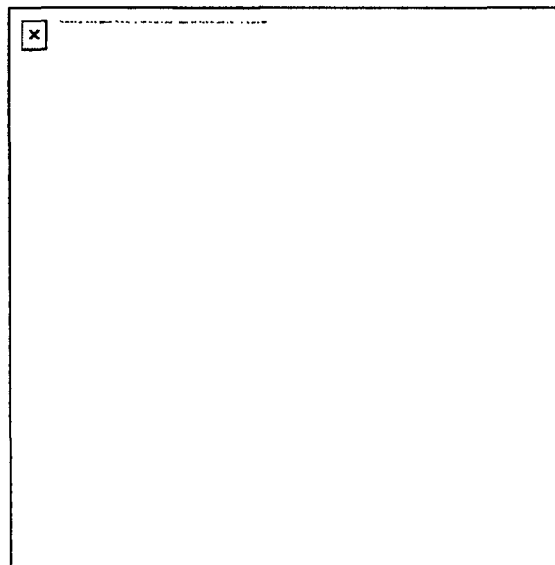
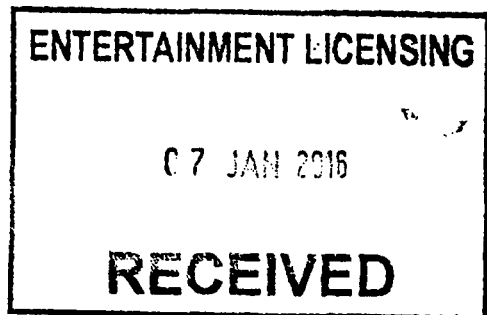
Signed:

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



Sarah Smith
Solicitors
The Cube
Barrack Road
Newcastle Upon Tyne
NE4 6DB

Health and Safety Service
Leeds City Council
Millshaw Park Way
Leeds
LS11 0LS

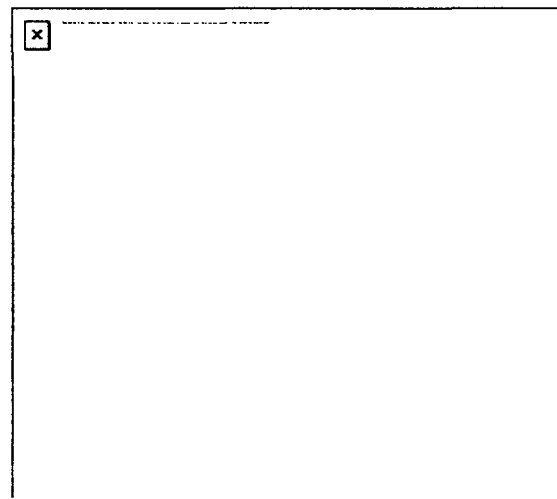
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Dear Madam

Licensing Act 2003

Premises: Head Of Steam, 13A North Lane, Headingley, Leeds, LS6 3HG

Thank you for submitting your application for the above premises.



www.leeds.gov.uk

general enquiries 0113 222
4444

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

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

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

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

Should you be in **agreement** with the suggested measures then please signify this by completing and signing **Part 2** of the enclosed form and return the complete document to this office as soon as possible, but no later than 3 February 2016.

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

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

PART 1 - to be completed by the Responsible Authority

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

Name & Address of Premises: Head Of Steam, 13A North Lane, Headingley, Leeds, LS6 3HG

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

Measures proposed:

No	Potential Control Measures
	Public Safety 2 - Emergency Arrangements
1.	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.
2.	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.
3.	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.
4.	Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.
	Public Safety 4 - Electrical Safety
5.	Electrical installations will be inspected on a periodic basis (at least every 3 years or at a frequency specified in writing) by a suitably qualified and competent person. If used, any temporary electrical wiring and distributions will also be inspected. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.
	Public Safety 6 - General Housekeeping
6.	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.
7.	Safety glass that is impact resistant should be used wherever possible in all areas where the public may come into contact with it. Where it is not used in public areas, glazing should be shielded to protect it from impact.
8.	A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner
	Public Safety 8 - First Aid
9.	A suitably trained first aider or appointed person will be provided at all times when the premises are open.
10.	Adequate and appropriate first aid equipment and materials will be available on the premises.
11.	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.

The Health and Safety Service is satisfied that the proposed measures are not adequately dealt with by other legislation.

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

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

Signed:

Dated:

PART 2

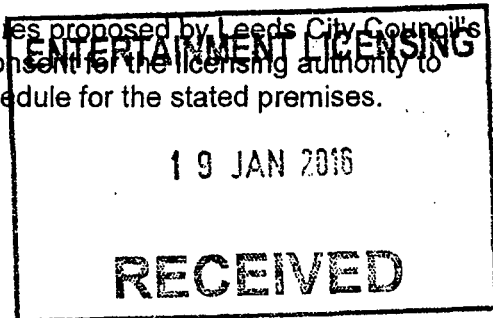
To be completed by the applicant:

Leeds City Council's Environmental Action Service
Proposed Controlled Measures under the Licensing Act 2003
Name and Address of Premises: Head Of Steam, 13A North Lane, Headingley, Leeds,
LS6 3HG

I / We *CAMERON'S AGENCY LTD - SARAH SMITH, SINTON*

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: *[Signature] - SINTON*

Dated: *19/1/2016*

PART 3

Name and Address of Premises: Head Of Steam, 13A North Lane, Headingley, Leeds,
LS6 3HG

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:

r

or by post to:

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

PART 2 – Agreement with Proposed Measures

to be completed by the applicant or applicant's representative

Consent for proposed controlled measures under the Licensing Act 2003

Name & Address of Premises: Head Of Steam, 13A North Lane, Headingley, Leeds, LS6 3HG

I / We *SARAH SMITH OF SINTON LAL*

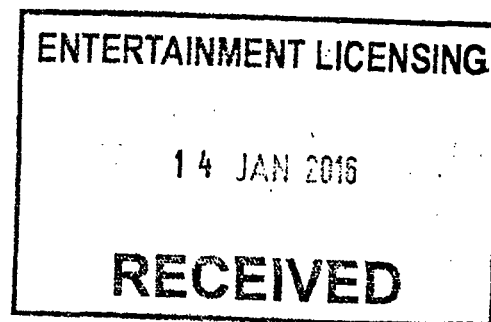
confirm that I am / ~~we are the applicant /~~ the applicants representative (delete as appropriate) for the premises as stated above.

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

Signed: *[Signature]*
S.J. SMITH

Dated: *13th Jan 2012*

Please return this document to:



NOT PROTECTIVELY MARKED

PART 2 – to be completed by the applicant or applicant’s representative:

Consent for all proposed control measures under the Licensing Act 2003

Name & Address of Premises:

HEAD OF STEAM
13A NORTH LANE
HEADINGLEY
LEEDS
LS6 3HG



I / We SARAH SMITH - SINTONI LAW

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

In signing this document:

- I / we agree with the measures proposed by West Yorkshire Police,
- I / we provide our consent for the Licensing Authority to incorporate the said measures into the operating schedule for the stated premises, and furthermore,
- I / we confirm the premises will then operate in accordance with those measures agreed to.

Signed: Sarah Sintoni, Agent, on behalf of the applicant

Dated: 10th Feb. 2016.

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Subject:FW: Head of Steam - Representation

From:
Sent: 06 February 2016 18:10
To: Deighton, Charlotte
Subject: RE: Head of Steam - Representation

Application for extension of licence at bar previously called Havana on North Lane Headingley.
Sorry I do not have the application number to hand.

Although the extension they are asking for is only half an hour, there are aspects of the previous nuisance caused by this property, which residents wish to see prevented.

Public nuisance

Previous owners of these premises caused a public nuisance in the following ways,
put tables and chairs on North Lane pavement, obstructing access for public
allowed customers to queue at the front door on North Lane, ditto. No door staff monitoring
behaviour. causing obstruction and public nuisance.
groups smoking and drinking on North Lane, see above.

Noise - public nuisance

Very loud music/noise from first floor bar of these premises could be heard on Bennett Road
several time a week during evenings, also on North Lane through open windows, causing a
public nuisance

Hope this fits the bill.
Rachel

Bennett Road

Leeds

LS6 3HN



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