



SE1

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

Application For A Sex Establishment Licence

Local Government (Miscellaneous Provisions) Act 1982 As Amended

Please read the following instructions

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.

All questions must be answered, save where otherwise stated. If relevant questions are not answered, the application will be deemed incomplete and returned to the applicant.

Any person who, in connection with an application for a grant of a sex establishment licence makes a false statement which he knows to be false in any material respect of which he does not believe to be true is guilty of an offence and liable on summary conviction to a fine not exceeding £20,000.

Section 1 - APPLICATION DETAILS

1. Is the application for a:

- | | | |
|---|--|-------------------------------------|
| <input checked="" type="checkbox"/> Sexual Entertainment Venue | <input type="checkbox"/> Sex Shop | <input type="checkbox"/> Sex Cinema |
| <input type="checkbox"/> Grant | <input checked="" type="checkbox"/> Renewal | <input type="checkbox"/> Variation |

If the application is for a variation, please state the nature of the variation:

Section 2 - APPLICANT DETAILS

2. Is the applicant:

- | | |
|--|------------------------------------|
| <input type="checkbox"/> An individual | (please answer questions 3 and 4) |
| <input checked="" type="checkbox"/> A company or other corporate body | (please answer questions 5 to 9) |
| <input type="checkbox"/> A partnership or other unincorporated body | (please answer questions 10 to 12) |

Individual Application

3. Full name of applicant (individual):

Former or previous names:

Home address:

Post town:

Post code:

Telephone numbers:

Date of birth:

4. Are there any other persons responsible for the management of the premises/business other than those stated in question 3? Please state their names and addresses:

Company or other corporate body

5. Name of applicant (company name): **TRL Promotions Ltd**

Address of registered or principal office:

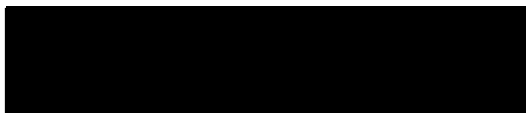
**Suite 2 Chapel Allerton House
114 Harrogate Road Chapel Allerton**

Post town: **Leeds**

Post code: **LS7 4NY**

Registration number: 07935878

6. Name and address of the applicant's directors and company secretary (please use additional sheet):



7. Are there any other persons responsible for the management of the premises/business other than those stated in question 5 and 6? Please state their names and addresses:



8. State the names of all persons with a shareholding greater than 10% in the business.



9. Is the business a wholly owned subsidiary or another company or corporate body? If so state the name, place of registration and identity of its directors and company secretary.

No

Partnership or other unincorporated body

10. Name and address of applicant:

11. Names and addresses of applicant's partners (please use additional sheet):

12. Are there any other persons responsible for the management of the premises/business other than the partners? Please state their names and addresses:

All applicants

13. a. Has the applicant ever been known by any other name? Yes No
- b. Has the applicant ever been convicted of a criminal offence? Yes No
- c. Has the applicant ever been refused a sex establishment licence? Yes No
- d. Has the applicant ever had a sex establishment licence revoked? Yes No
- e. Has the applicant ever been served with a winding up petition? Yes No

If the answer to any of these questions is yes, please provide details:

14. Applicants' trading address or head office (other than the premises)

**TRL Promotions Ltd
114 Harrogate Road
Leeds LS7 4NY**

15. Will the business for which this licence is sought be carried on for the benefit of a person other than the applicant? Yes No

If the answer is yes, state the name, address, place of registration, registered number and the identity of all directors, company secretary and those with a greater than 10% shareholding.

16. Does the applicant operate any other sex establishments, licensed or otherwise? Please state name, address, and type of sex establishment of each.

NO

Section 3 - PREMISES DETAILS

17. Please state the name the business will be known as:

Liberté

18. Is the premises a Premises Vehicle Vessel Stall

19. Where is it proposed to use the vehicle, vessel or stall?

N/A

20. In the case of a sex shop, does the company propose to only operate on the internet? (if yes answer questions 20 to 28 only) Yes No

21. Premises address

**10 York Place
Post town Leeds**

Post code **LS1 2DS**

Telephone number at premises

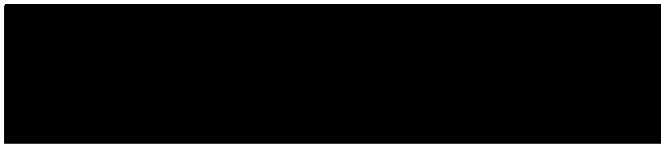
22. Which part of the premises is to be used as a sex establishment?

Basement and First Floor

23. Is the applicant owner lessee sub-lessee other

24. If the applicant rents the property state:

a. Name and address of landlord



b. Name and address of the superior landlord:

c. Total annual rental: **£24,000**

d. Length of unexpired term: **13 years 6 months**

e. Notice required to terminate tenancy: **6 months**

25. Please provide details of the building management company (if appropriate):

n/a

26. State the current use of the premises:

Gentlemen's Club/Sexual Entertainment Venue

27. Has planning permission, or a certificate of lawful use, been obtained for the use of the proposed premises? Yes No

28. Can members of the public access the premises:

a. Directly from the street? Yes No

b. From other premises? Yes No

c. Not at all? (internet sales only) Yes No

29. a. Numbers of door supervisors: **1**

b. Hours door supervision in place: **21.00 to close**

30. Are the premises currently being used as a sex establishment? Yes No

Please provide details of the business currently operating the business:

TRL Promotions Limited currently operates the business

31. Are the premises licensed under any other Act such as the Licensing Act 2003? Yes No
Please state the name of the designated premises supervisor.

████████████████████

Section 4 - OPERATING SCHEDULE

32. Opening hours: (If internet sales only please tick here and continue to Q39)

Monday **22.00 - 04.00**

Friday **22.00 - 05.00**

Tuesday **22.00 - 04.00**

Saturday **22.00 - 05.00**

Wednesday **22.00 - 04.00**

Sunday **22.00 - 04.00**

Thursday **22.00 - 04.00**

For the purposes of the Sexual Entertainment Venue Licence

33. Has the applicant entered into any written or oral agreement in connection with the business, for example a management agreement, partnership agreement or profit share arrangement? Please provide details Yes No

a. Please provide details of any lender, mortgage or others providing finance:

b. Please provide details of any merchandising agreements:

n/a

Premises management

34. Please state the name of the person who will be in day to day control of the premises (the manager).

[REDACTED]

a. Will the manager be based at the premises Yes No

b. Will the management of the premises be the manager's sole occupation Yes No

35. Who will be in control of the premises in the manager's absence (relief manager)?

[REDACTED]

a. Will the relief manager be based at the premises in the absence of the manager? Yes No

If you have ticked 'no' to any of the above, please provide details

(Please complete an SE5 form for each person mentioned in this section)

External appearance and advertising

36. Please describe the proposed exterior signage and advertising. Please include nature, content and size of each sign and any images to be used:

See photograph of front of the building showing signage

Please note that a drawing/photo of the front elevation is required to be submitted with this application

37. Please describe how the interior of the premises is obscured to passers-by:

Blacked out front door and then into a curtained off lobby as you enter the premises.

38. Please describe any proposed window displays:

None

39. Please describe how the business is to be advertised, i.e. business cards, billboard advertising, personal solicitation, advertising on motor vehicles, radio or television advertising:

**Magazines
Web site
Taxi companies
Hotels
Flyers**

Policies and Operating Schedule

40. Please provide details of the age verification policy:

The applicant operates a Challenge 25 age verification policy. People under the

age of 25 will be required to show proof of ID. A notice to this effect, in accordance with condition 18 of the Standard Conditions will be displayed on the premises.

41. Please provide details of the CCTV arrangements:

A 20 Camera CCTV system is operational at all times when licensed activities are being carried out. The system covers all public areas including booths and corridors but not including staff changing rooms or toilets. There are 16 on the main screen and 4 on an additional screen which covers the VIP area and the back room.

It will be adequately maintained and be capable of transporting recorded material onto removable media.

Approval of the West Yorkshire Police to the latest CCTV system is sought as part of the application process.

CCTV security footage will be made secure and retained for a minimum period of 31 days' time to the satisfaction of West Yorkshire Police. CCTV footage will be supplied to the police and authorised officers of the council on request.

There are 2 viewing monitors in the manager's office.

At all times that the premises are open to the public there is a member of staff on duty who is conversant with operating the CCTV system and who is able to download immediately any footage requested by the police or an officer from the licensing authority or authorised agent.

42. State measures to be taken to prevent nuisance to residents and businesses in the vicinity:

Ensure that no noise nuisance is caused by noise or vibration emanating from the premises.

Noise from the premises shall be inaudible at the nearest noise sensitive premises after 23.00 hours.

All licensable activities are conducted and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure of the adjoining properties.

No bottles shall be placed in an external receptacle after 23.00 hours to minimise noise disturbance to adjoining properties.

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 properties.

The premises are operated so as to prevent the emission of odours which are a nuisance at nearby premises or to persons in the immediate area.

The business waste is sorted inside closed containers awaiting collection and litter arising from people using the premises is cleared away regularly; promotional materials such as flyers do not create litter and other street advertising is carried out lawfully.

There shall be no external loud speakers.

Patrons shall not be allowed to use any external area for the consumption of food or drink.

The activity of patrons using an external area outside the premises e.g. for the purpose of smoking or queuing etc, shall be monitored and they shall be reminded to have regard to the needs of local residents, and prevented from causing public nuisance, where necessary.

Clear and legible notices shall be displayed at exits and other circulatory areas requesting patrons to leave the premises having regard to the needs of local residents, in particular emphasising the needs to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti-social behaviour. The activity of persons leaving the premises shall be monitored and they shall be reminded to leave quietly where necessary.

A facility shall be provided for customers to order taxis and telephone numbers for taxi firms shall be displayed in a prominent location. Generally we book the taxi for the customer with Amber Speedline or Premier. Our number is prioritised which means we get a cab 80% quicker. There is liaison with the local taxi firm to ensure a ready supply of transport and thereby reduce disturbance. To prevent disturbance, a waiting area within the premises is provided.

43. State measures to be taken to promote public safety:

Before opening, 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.

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.

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.

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.

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.

A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.

Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scalds or burns to them.

First aid training is being undertaken to ensure a suitably trained First Aider or appointed person will be provided at all times when the premises are open.

Adequate and appropriate First Aid equipment and materials will be available on the premises.

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.

Where strobes, lasers, smoke machines or any other special effects will be used at the premises unless there is a clearly displayed warning at the premises that such equipment is in use.

Strict policy not to serve anyone who appears drunk.

44. State measures to be taken to prevent crime and disorder:

Suitable numbers of Security Industry Authority (SIA) registered door staff (numbers to be subject to police and licensing authority approval) will be present on the premises during the performance of relevant entertainment.

The premises participate in a the Night net radio also known as Bascil in accordance with guidance issued by West Yorkshire Police and the service provider's instructions.

A policy for searching patrons at the entrance to the premises is in place.

A secure receptacle to the standard required by West Yorkshire Police is provided for staff to deposit drugs and weapons.

Where SIA door staff are employed a door staff register is maintained. This must be retained on the premises for a period of one year, taken from the date of the last entry and include the following:

- a) Consecutively numbered pages
- b) The date and time of any incident
- c) The nature of the incident
- d) The full name/s of staff involved including the badge number of any door staff and to whom the incident was reported, including the names and numbers of any police officers who attended the scene of the incident and details of any witness/es.

Incident Report Register shall be produced for immediate inspection on request by any police officer or licensing enforcement officer from Leeds City Council.

45. State measures to be taken to protect children from harm:

A strict Challenge 25, Age verification is in place.

No under 18's are to be admitted to the premises.

The entertainment will not be visible to persons under 18 years who may be outside the premises.

46. State measures to ensure employees age and right to work in the UK:

All employees must complete an induction form that confirms that the employee is of the correct age and has the right to work in the UK.

Please see enclosed policies.

47. Describe training and welfare policies:

Please see enclosed policies.

Training is conducted for all new employees, with refresher training taking place every 4 months. All training is recorded.

Applications for Sexual Entertainment Venues Only

48. Is the proposal for full nudity? Yes No

49. Describe the nature of the entertainment, e.g. lap-dancing, pole dancing, stage strip-tease:

**Full nudity for Pole Dancing
Full nudity for Stage striptease
Full nudity for Lap Dancing**

50. Please enclose a copy of the code of practice performers must abide by (or equivalent document), and describe how performers will be monitored to ensure compliance:

Please see enclosed – Entertainers will be monitored by management and all are aware that CCTV is in place.

51. Please enclose a copy of the code of conduct customers must abide by (or equivalent document), and describe how customers will be monitored to ensure compliance:

Please see enclosed – Entertainers will be monitored by management and all are aware that CCTV is in place.

52. Please enclose a copy of the welfare policy for performers (or equivalent document) and describe how this will be distributed.

Please see enclosed. Copy provided to all performers on induction.

53. Does the business intend to provide vehicles to transport customers or performers to and from the premises? Yes No

The operator will call a local cab company – See 42 above .

Further information

54. Please set out any further information you wish the authority to take into account.

None

55. Is there any information on this form you do not wish to be seen by members of the public? If so state which information and the reasons why you do not wish it to be seen.

Personal addresses should not be disclosed for privacy reasons.

Section 5 - CHECKLIST & ENCLOSURES

Enclosures

- I have made or enclosed payment of the fee
- I have enclosed three sets of plans of the premises
- I have enclosed a drawing of the street elevation of the premises
- I have enclosed a completed form SE5 for each person named in questions 3 to 11
- I have enclosed a completed form SE5 for the Manager and Relief Manager
- I have enclosed a copy of the company's staff welfare policy
- I have enclosed a copy of the code of practice for dancers (if appropriate)
- I have enclosed a copy of the code of conduct for customers (if appropriate)
- I have enclosed a copy of the Dancers Information Pack (if appropriate)
- I have enclosed a copy of the licences for vehicles used in connection with the business (if appropriate).

Advertisement

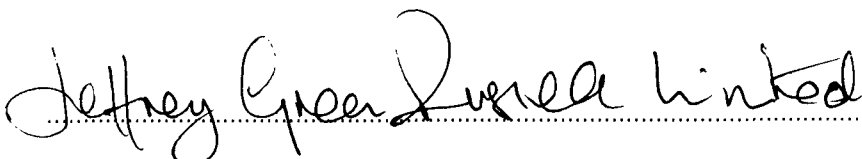
- I declare that I have served a copy of this application on West Yorkshire Police.
- I declare that a public notice advertising this application has today been displayed upon the proposed premises where it may be conveniently read by the public and will remain thereon for a period of 21 days. A copy of the notice (SE6) and the standard declaration (SE7) is enclosed.
- I declare that within seven days of the date of this application a public notice advertising this application will be publicised in the legal notices column of the local press.
- A copy of the relevant press edition will be forwarded to Entertainment Licensing
- I understand that if I do not comply with the above requirements my application will be rejected

Leeds City Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your 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.

Any person who, in connection with an application for a grant, renewal, variation or transfer of a sex establishment licence, makes a false statement which he knows to be false in any material respect of which he does not believe to be true is guilty of an offence and liable on summary conviction to a fine not exceeding £20,000

Section 6 - SIGNATURES

Signature of applicant or applicant's solicitor or other duly authorised agent. If signing on behalf of the applicant please state in what capacity.

Signature 

Date 27th September 2013

Capacity **Solicitors and Agents for the applicant.**

Contact Name (where not previously given) and address for correspondence associated with this

application

Jeffrey Green Russell Limited
Waverley House
7-12 Noel Street

Post town **London**

Post code
W1F 8GQ

Telephone number (if any)

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)

Guidance Notes

1. Please return this completed application form to:

Entertainment Licensing
Civic Hall
LEEDS
LS1 1UR

2. Please make cheques and postal orders payable to Leeds City Council.
3. The fee for the grant of a new or renewal of sex establishment licence is **£2,886**. The fee for a variation is **£927**.
4. The applicant is responsible for serving a copy of this application on the **Licensing Officer, West Yorkshire Police, Millgarth Police Station, Millgarth Street, Leeds LS2 7HX**.
5. The licensing authority may forward copies of this application to the West Yorkshire Fire and Rescue Service who will assess the application and inspect the premises, if necessary, to provide observations in relation to the structure, safety and suitability of the building for the purpose intended.
6. Furthermore, details of this application will be forwarded to the local Ward Members.
7. Requirements for layout plan

The plan must show:

1. The layout of the premises including, e.g. stage, bars, cloakroom, WCs, performance area, dressing rooms.
2. The extent of the boundary of the premises outlined in red
3. The extent of the public areas outlined in blue
4. Uses of different areas in the premises, e.g. performance areas, reception, staff facilities.
5. Structures or objects (including furniture) which may impact on the ability of individuals to use exits or escape routes without impediment.
6. Location of points of access to and egress from the premises.
7. Any parts used in common with other premises.
8. Position of CCTV cameras
9. Where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor.
10. The location of any steps, stairs, elevators or lifts.
11. The location of any public conveniences, including disabled WCs.
12. The location and type of any fire safety and other safety equipment.
13. The location of the kitchen (if applicable).
14. The location of emergency exits.

For further assistance or information please contact Entertainment Licensing on 0113 247 4095

Sex Establishment Licence

Licence Number: **SX/SEV/00013/12/01**

Sexual Entertainment Venue

Licence Issued on: **15th June 2012**

Effective from: **1st October 2012**

Licence Expires on: **30th September 2013**

Issued under Part 2, Sch 3 of the Local Government (Miscellaneous Provisions) Act 1982

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

This licence authorises the following premises:

Liberte, 10 York Place, Leeds, LS1 2DS

To provide relevant entertainment as defined in Schedule 3, Section 2A of the Local Government (Miscellaneous Provisions) Act 1982 during the following hours:

Sunday to Thursday	22:00 - 04:00
Friday & Saturday	22:00 - 05:00

This licence is issued to:

TRL Promotions Ltd, Suite 2, Chapel Allerton House, 114 Harrogate Road, Chapel Allerton, Leeds, LS7 4NY

The activities authorised by this licence must be carried out in accordance with the conditions attached to it.

Leeds City Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your 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.

Licence issued under the authority of Leeds City Council:



Mr Matthew Nelson
Licensing Officer
Entertainment Licensing
Licensing and Registration

Licence produced on 25/09/2012

Sex Establishment Licence

Terms and conditions attached to a licence



These are the terms and conditions that are attached to the following Sexual Entertainment Venue licence.

Licence number:	SX/SEV/00013/12/01
Issued Date:	15th June 2012
Expiry Date:	30th September 2013
Premises:	Liberte, 10 York Place, Leeds, LS1 2DS

1. Unless stated otherwise, the licence hereby granted will operate for one year from the date on the licence, after which it will cease to be in effect unless an application for renewal is submitted in the manner prescribed by the council.
2. The licence may be revoked by the council if at any time the holder is convicted of an offence of using the licensed premises, or other premises for which a similar licence has been granted, other than in accordance with the terms, conditions or restrictions of the licence or is convicted of any offence under any enactment defined in paragraph 1 of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 as amended.
3. The licensee will provide (subject to the satisfaction of both the police and the licensing authority), a code of practice for entertainers and code of conduct for customers, and these must be made available upon request to both the police and authorised officers.
4. All rules (code of practice for entertainers, code of conduct for customers, dispersal policies etc) to be prominently displayed on the premises.
5. Price lists will be clearly displayed at each table and at each entrance to the premises.
6. All rules and price lists as described in conditions 4 and 5 must be printed in a manner which is clear and easy to read during the normal operation of the premises.
7. Suitable and sufficient training is to be provided to all staff including the responsible person as described in condition 27. The training of all staff is to be recorded and the training record must be made available upon request to both the police and authorised officers.
8. The name of the premises must be approved by the council in writing. Any change to the name of the premises must be approved by the council in writing.
9. The licence, or a clear copy, will be prominently displayed at all times so as to be readily and easily seen by all persons using the premises, the police, the fire authority and authorised officers of the council. A copy of the conditions attached to the licence will be

kept on the premises and be available for inspection by an authorised officer of the council, or the police or fire authority.

10. The premises will only be open to the public during the following hours:

Sunday to Thursday	22:00 - 04:00
Friday & Saturday	22:00 - 05:00
11. Entertainers will only perform on the stage area, or in booths/areas for VIPs as identified on the plan attached to the licence.
12. Relevant entertainment will only be performed by the entertainer. There must be no audience participation.
13. There must be no physical contact between entertainers.
14. 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.
15. 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.
16. Sex toys must not be used and penetration of the genital area by any means must not take place.
17. Customers will not be permitted to throw money at the entertainers.
18. There will be a notice displayed inside each entrance or doorway to the premises, clearly visible on entering the premises, which states the following:

Strictly No Admittance to Persons Under 18 Years of Age
These premises operate a Challenge 25 policy.
Persons under the age of 25 will be required to show proof of age.
19. The external appearance of the premises must be approved by the council in writing.
20. Any change to the external appearance must be approved by the council. The operator must advise of any change in writing including a drawing of the existing and proposed street elevation. This must be approved by the council before work is undertaken.
21. Access to the licensed area of the premises should be through a lobby area which is constructed in such a way that the inside of the licensed premises where relevant entertainment takes place is not visible to passing members of the public when the doors of the premises are opened.
22. Signage will only be illuminated between 10pm and 6am, and movable signs placed outside the premises will be removed between 6am and 10pm.

23. 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.
24. Leafleting/distribution of flyers will only be permitted in such a way where it does not cause public offence. This is regulated by the paid permit system authorising distribution of free printed material issued by Leeds City Council. The licensee will remove any leaflets from the Highways within a 100 metre radius of the distribution point by 6am in addition to the area surrounding the premises. The licensee will have a flyer distribution policy to be approved by the Council.
25. No access will be permitted through the premises to any other adjoining or adjacent premises except in the case of an emergency.
26. No alterations (including temporary alterations) will be made to the structure and installations on the premises, without the prior written consent of the council. This condition will not require notice to be given in respect of routine maintenance works. Where there is any doubt the licensee should seek advice from the council.
27. The licensee, or a responsible person nominated by him/her in writing for the purpose of managing the venue ("the manager") will have personal responsibility for and be present on the premises whilst relevant entertainment is being performed. Any such nomination will be produced on demand to an authorised officer of the council or the police.
28. The licensee will ensure that any person nominated by him/her under the above:
 - a) has been provided with a copy of the conditions relating to the premises and is fully conversant with them; and
 - b) is in possession of a written nomination referred to above at all times when they are in charge of and present on the premises.
29. The name of the person responsible for the management of the premises, whether the licensee or manager, will be displayed in a conspicuous position within the premises throughout the period during which he/she is responsible for the conduct of the premises.
30. Where the licensee is a body corporate, or an incorporated body, any change of director, company secretary or other person responsible for the management of the body will be notified in writing to the council within 14 days of such a change. Such details as the council may require in respect of the change in personnel will be furnished within 14 days of a request in writing from the council.
31. Where the licensee, director, company secretary, or responsible person nominated for the purpose of managing the venue ('the manager'), is convicted of an offence, they must, as soon as practicable after the conviction, inform the council of the conviction giving details of the nature and date of the conviction, and any sentence imposed.
32. The licensee will retain control over all parts of the premises and will not let, licence or part with possession of any part of the premises. The council must be notified immediately in the event that any part of the premises is affected by the termination of a lease or other event affecting the licensee's control of the premises.

33. The licensee will ensure that the public is not admitted to any part or parts of the premises that has not been approved by the council.
34. No persons under the age of 18 will be admitted to the premises.
35. The licensee will operate a Challenge 25 age verification policy. People under the age of 25 will be required to show proof of ID. A notice to this effect, in accordance with condition 18 will be displayed on the premises.
36. The licence holder will not employ any person under the age of 18 in any capacity.
37. A suitable CCTV system will be operational on the premises at all times when licensed activities are being carried out. The system will cover all public areas including booths and corridors but not including staff changing rooms or toilets. The system will conform to West Yorkshire Police guidelines (as attached to the licence) in respect of business related CCTV equipment. It will be adequately maintained and be capable of transporting recorded material onto removable media.
38. The siting of the CCTV system will be agreed with West Yorkshire Police prior to installation and will comply with that agreement at all times. Changes to the siting and standard of CCTV systems may only be made with the written consent of West Yorkshire Police.
39. CCTV security footage will be made secure and retained for a minimum period of 31 days time to the satisfaction of West Yorkshire Police. CCTV footage will be supplied to the police and authorised officers of the Council on request.
40. At all times that the premises are open to the public there will be a member of staff on duty who is conversant with operating the CCTV system and who is able to download immediately any footage requested by the police or an officer from the licensing authority or authorised agent.
41. Suitable numbers of Security Industry Authority registered door staff (numbers to be subject to police and licensing authority approval) will be present on the premises during the performance of relevant entertainment.
42. Entertainers will be aged no less than 18 years.
43. All premises that provide relevant entertainment will be expected to provide new entertainers with a pack of information. This pack will include a copy of the Sex Establishment Licence, including the conditions applied by the Licensing Committee, and the following:
 - a) Details of any other conditions applied by management of the premises
 - b) Details of how to report crime to the relevant authority
 - c) Details of insurance (public liability/personal)
 - d) Details of unions, trade organisations or other bodies that represent the interests of dancers/entertainers
 - e) A copy of the code of practice for entertainers
 - f) A copy of the code of conduct for customers

- g) Fining policy
- h) Pricing policy

44. The information provided in the pack will be provided in the dressing rooms.
45. All booths/areas for VIPs used for private dances must be visible to supervision and must not have closing doors or curtains that prevent performances from being observed.
46. All booths/areas for VIPs 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.
47. 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.
48. Any person on the premises who can be observed from outside the premises will be properly and decently dressed.
49. The licensee will ensure entertainers have secure dressing rooms, facilities to secure valuables and proper sanitation facilities available to them.
50. The management will maintain a register which details any fines imposed on entertainers which will include the date, type of misdemeanour and amount fined.
51. Vehicles must not be used for personal solicitation, touting or advertising and only licensed hackney carriage and private hire vehicles may be used to transport customers to and from the premises.
52. The council may, at the time of grant or renewal of the licence, waive, modify or vary these conditions or impose additional conditions as appropriate.
53. The licensee may apply to the council to vary any of the terms of the licence.
54. Applications to vary conditions of the licence must be advertised by the licensee in the same manner as the application for the issue, renewal or transfer of the licence.
55. The basement level staff smoking area will be shielded from view of the public by use of a canopy. No unsupervised contact to take place between dancers and customers when on smoking breaks.
56. Panic alarms are to be fitted to all booths and VIP performance areas.