

# Premises Licence

Premises licence number:

Appendix B

Premises Licence

Initial licence from:

24<sup>th</sup> November 2005

## Part A

Schedule 12 Licensing Act 2003

Current Licence effective from:

20<sup>th</sup> December 2014

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### Part 1 – Premises details

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

Horsforth Manor, Calverley Lane, Horsforth, Leeds, LS13 1NP

#### Licensable activities authorised by this licence

Sale by retail of alcohol, Provision of late night refreshment, Performance of live music, Performance of recorded music, Performance of dance, Entertainment similar to live music, recorded music or dance

#### Times the licence authorises the carrying out of licensable activities

##### *Sale by retail of alcohol*

Every Day 11:00 - 02:00

##### *Provision of late night refreshment*

Every Day 23:00 - 02:00

##### *Performance of live music*

Monday to Saturday 11:00 - 02:00

Sunday 12:00 - 02:00

##### *Performance of recorded music*

Monday to Saturday 11:00 - 02:00

Sunday 12:00 - 02:00

##### *Performance of dance*

Monday to Saturday 11:00 - 02:00

Sunday 12:00 - 02:00

##### *Entertainment similar to live music, recorded music or dance*

Monday to Saturday 11:00 - 02:00

Sunday 12:00 - 02:00

#### The opening hours of the premises

Everyday 11:00 - 02:30

Alcohol is sold for consumption on the premises

**Part 2**

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

Mr Jason Flynn  
Horsforth Manor  
Calverley Bridge  
Calverley Lane  
Leeds  
LS13 1NP

Email Address: [REDACTED]

Mobile Telephone Number: [REDACTED]

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

Mr Christopher Swales  
[REDACTED]

There is no designated premises supervisor specified. Therefore no sales of alcohol can take place under the authority of this licence.

**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/07275/13

Licensing authority: Leeds City Council

Licence issued under the authority of Leeds City Council



Mr Matthew Nelson  
Licensing Officer  
Entertainment Licensing  
Licensing and Registration

## 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 shall take all reasonable steps to 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 in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children -

- a. games or 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 to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
- 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;
- d. provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on -
  - i. the outcome of a race, competition or other event or process, or
  - ii. the likelihood of anything occurring or not occurring;
- e. 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 glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

5. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
6. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
7. The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

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 a holographic mark.

8. The responsible person shall 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. 1/2 pint;
    - ii. gin, rum, vodka or whisky: 25 ml or 35 ml; and
    - iii. still wine in a glass: 125 ml; and
  - b. customers are made aware of the availability of these measures

## **Annex 2 – Conditions consistent with the operating schedule**

### **Additional details in respect of licensable activities authorised by this licence**

#### Sale by retail of alcohol

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

#### Provision of late night refreshment

Location of activity:

Further details: Late Night refreshment as a Licensable activity is required by way of variation to cover those hours when it is not converted as an existing licensable activity.

Seasonal variations: Late Night refreshments will probably only take place in the patio area at the front of the premises during the summer.

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

#### Performance of live music

Location of activity: Both indoors and outdoors

Further details: It could be both amplified and unamplified. If outdoors, it would be more than likely take place in a tent or marquee.

Seasonal variations: In the Summer Live Music could be performed in the open air.

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

#### Performance of recorded music

Location of activity: Both indoors and outdoors

Further details: Amplified recorded music, if outdoors this will be in a tent or marquee.

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

#### Performance of dance

Location of activity: Both indoors and outdoors

Further details: If outdoors this will probably be in a tent or marquee.

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

#### Entertainment similar to live music, recorded music or dance

Location of activity: Both indoors and outdoors

Further details: Cannot be specified at this stage but might include music from Karaoke, Jukebox, Video Entertainment, TV Screens and Video Game Machines and comper with microphone.

Non standard timings: The extension applicable to New Years Eve under s60 (i) d Licensing Act 1964 is preserved by way of Grandfather right.

### **Conditions consistent with the operating schedule relating to the licensing objectives**

#### **Public safety**

9. 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.
10. 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.
11. 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, must be undertaken. Records of these safety checks must be kept and made available for inspection by an authorised officer.
12. During opening hours the cellar door must be kept locked or adequately supervised to prevent unauthorised access by the public.

13. Electrical installations will be inspected on a periodic basis (at least every 3 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.
14. 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.
15. All floor surfaces will be suitably slip resistant, kept in good condition and free of obstructions to prevent slips, trips and falls.
16. Suitably trained First Aider or appointed person will be provided at all times when the premises are open.
17. Adequate and appropriate First Aid equipment and materials will be available on the premises.
18. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.
19. 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.
20. A written health and safety policy covering all aspects of the safe use of strobes, lasers, smoke machines or any other special effects, will be provided and staff will be appropriately trained.
21. 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.

### **The prevention of public nuisance**

22. Ensure that no nuisance is caused by noise or vibration emanating from the premises.
23. Noise shall be inaudible at the nearest noise sensitive premises after 23:00hrs and when entertainment takes place on a regular basis at all times.
24. No bottles shall be placed in the external receptacle after 23:00hrs to minimise noise disturbance to adjoining properties.
25. There shall be no loudspeakers in external areas or the marquee.
26. Patrons shall not be allowed to use the beer garden, marquee or any external area after 23:00 hours.
27. The activity of persons leaving the premises shall be monitored and they shall be reminded to leave quietly where necessary.
28. A facility shall be provided for customers to order taxis/private hire vehicles. Where possible there should be liaison with a local taxi/private hire firm to ensure a ready supply of transport and thereby reduce disturbance. To prevent disturbance a waiting area within the premises shall be provided.

### **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.