

Premises Licence

Premises licence number:

PREM/02825/007

Part A

Schedule 12 Licensing Act 2003

Initial licence from:

31st December 2009

Current Licence effective from:

10th September 2013

Part 1 – Premises details

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

Harewood House Trust (Grounds), Harewood, Leeds, LS17 9LG

Telephone number: 0113 218 1000

Licensable activities authorised by this licence

Sale by retail of alcohol, Provision of late night refreshment, Performance of a play, Exhibition of a film, Boxing or wrestling entertainment, Performance of live music, Performance of recorded music, Performance of dance, Entertainment similar to live music, recorded music or dance, Provision of facilities for making music, Provision of facilities for dancing, Provision of facilities for anything similar to making music or dancing

Times the licence authorises the carrying out of licensable activities

<i>Sale by retail of alcohol</i> Every Day	10:00 - 23:00	<i>Performance of dance</i> Every Day	10:00 - 23:00
<i>Provision of late night refreshment</i> Thursday to Sunday	23:00 - 00:00	<i>Entertainment similar to live music, recorded music or dance</i> Every Day	10:00 - 23:00
<i>Performance of a play</i> Every Day	10:00 - 23:00	<i>Provision of facilities for making music</i> Every Day	10:00 - 23:00
<i>Exhibition of a film</i> Every Day	10:00 - 23:00	<i>Provision of facilities for dancing</i> Every Day	10:00 - 23:00
<i>Boxing or wrestling entertainment</i> Every Day	10:00 - 23:00	<i>Provision of facilities for anything similar to making music or dancing</i> Every Day	10:00 - 23:00
<i>Performance of live music</i> Every Day	10:00 - 23:00		
<i>Performance of recorded music</i> Every Day	10:00 - 23:00		

The opening hours of the premises

Every Day 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

Harewood House Trust
Grounds
Harewood House Accounts
Leeds
LS17 9LG

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

Ms Emma Paton
17 Lambert Drive
Oakwood
Leeds
LS8 1NL

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/04331/08 Licensing authority: Leeds City Council

Licence issued under the authority of Leeds City Council

A handwritten signature in blue ink that reads "Shaam Amin". The signature is written in a cursive style with a horizontal line at the end.

Mr Shaam Amin
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

Provision of late night refreshment

Location of activity: Outdoors

Performance of a play

Location of activity: Outdoors

Exhibition of a film

Location of activity: Outdoors

Boxing or wrestling entertainment

Location of activity: Outdoors

Performance of live music

Location of activity: Outdoors

Performance of recorded music

Location of activity: Outdoors

Performance of dance

Location of activity: Outdoors

Entertainment similar to live music, recorded music or dance

Location of activity: Outdoors

Provision of facilities for making music

Location of activity: Outdoors

Provision of facilities for dancing

Location of activity: Outdoors

Provision of facilities for anything similar to making music or dancing

Location of activity: Outdoors

All activities

Non standard timings: Where alcohol is being sold the serving will cease 30 mins before the time stated to allow for drinking up

Major outdoor events involving more than 5,000 people in the grounds, shall be limited to 12 per year up to the following times:-

Friday	12:00 to 01:00
Saturday	12:00 to 01:00
Sunday	12:00 to 23:00

Conditions consistent with the operating schedule relating to the licensing objectives

The prevention of crime and disorder

9. A suitable CCTV system will be maintained and be operational on the premises at all times when licensed activities are being carried out, unless authorised in writing by West Yorkshire Police.
10. CCTV security footage will be made secure and retained for a minimum period of 31 days time to the satisfaction of WYP.
11. A Supervisor's Register will be maintained at the licensed premises, showing the names, addresses and up-to-date contact details for the DPS and all personal licence holders.
12. 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.
13. The Premises Licence Holder (PLH)/Designated Premises Supervisor (DPS) will ensure that a 'Daily Record Register' is maintained on the premises by the door staff.
14. The Daily Record Register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty and finished duty (verified by the individual's signature).
15. The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry.
16. Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.

17. 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.
18. 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.
19. The PLH/DPS will inform West Yorkshire Police as soon as practicably of any search resulting in a seizure of drugs or offensive weapons.
20. A suitable purpose-made receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police or British Transport Police.
21. The PLH/DPS staff will ask for proof age age from any person appearing to be under the age of 21 who attempts to purchase alcohol at the premises.
22. The PLH/DPS staff will ask for acceptable evidence (as agreed by WYP / WYTSS) from any person appearing to be under the age of 21/25 who attempts to purchase alcohol at the premises.
23. 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.
24. The PLH/DPS will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.
25. The Licence Holder shall give 120 days written notice of events to Leeds City Council Entertainment Licensing West Yorkshire Police. West Yorkshire Fire and Rescue and West Yorkshire Ambulance service. No event shall take place if less than four months notice is given unless notice is waived by the above parties and part of a multi-agency process. This period of notification must be received for events where more than 3,000 people are expected to attend.

Public safety

26. 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.
27. 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.
28. 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.
29. Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.

30. One of the following protective measures shall be used for all socket-outlets which may be used for the connection for lighting, video or sound amplification equipment and display models:
 - a) Each socket-outlet circuit shall be protected by a residual current device having a rated residual operating current not exceeding 30mA, or
 - b) Each individual socket-outlet shall be protected by an integral residual current device having a rated residual operating current not exceeding 30mA.

The current operation of all residual current devices shall be checked regularly by pressing the test button. If the device does not switch off the supply, an electrical contractor should be consulted. At the same time action should be taken to prohibit the use of socket outlets associated with a faulty residual current device.
31. Regular safety checks of guardings 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.
32. 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.
33. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.
34. Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scald or burns.
35. An appropriately qualified medical practitioner will be present throughout any sporting entertainment.
36. Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.
37. 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.
38. 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.
39. The Capacity of the Premises is: 19,999

The prevention of public nuisance

40. 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.
41. Noise from plant or machinery shall be inaudible 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.
42. The activities of persons using the external areas shall be monitored after 23:00hrs 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.
43. The PLH/DPS shall ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter.
44. The premises supervisor and any door supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.

45. A facility will be provided for customers to order Hackney taxis/private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent position on the premises.

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.