

from 02825/008.



**PREM7**

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

**Application to vary a premises licence under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

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

**We Harewood House Trust (Grounds) Ltd** (insert name(s) of applicant) being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below.

**Premises licence number**

PREM/02825/007

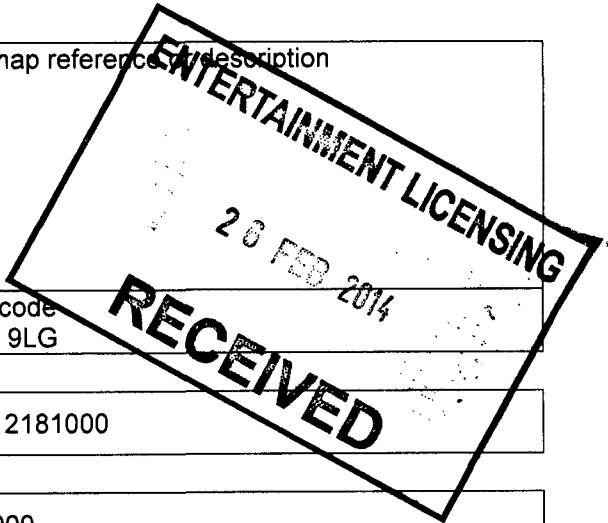
**Part 1 – Premises Details**

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

Harewood House  
Harewood

Post town  
Leeds

Post code  
LS17 9LG



Telephone number of premises (if any)

0113 2181000

Non domestic rateable value of premises

£66,000

**Part 2 – Applicant Details**

Daytime contact telephone number

0113 2181047

Email address (optional)

Emma.p@harewood.org

Current postal address if different from premises address

[Empty box for current postal address]

Post Town

[Empty box for Post Town]

Postcode

[Empty box for Postcode]

**Part 3 - Variation**

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible?

Yes  No

If not, from what date do you want the variation to take effect?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1)

Yes  No

Please describe briefly the nature of the proposed variation (please read guidance note 2)

We would like to vary our non-standard timings to the following:

The provision to have 12 events per year, involving more than 3000 people in the grounds at the following times:

Friday 12.00 – 01.00

Saturday 08.00 – 01.00

Sunday 12.00 – 23.00

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

19999

#### Part 4 - Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if the application to vary is successful.

**Please tick all that apply**

##### Provision of regulated entertainment

- a) play (if ticking yes, fill in box A) ✓
- b) films (if ticking yes, fill in box B) ✓
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D) ✓
- e) live music (if ticking yes, fill in box E) ✓
- f) recorded music (if ticking yes, fill in box F) ✓
- g) performances of dance (if ticking yes, fill in box G) ✓
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) ✓

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

**Sale by retail of alcohol** (if ticking yes, fill in box J) ✓

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

# A

<b>Plays</b> Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon	10.00	23.00	Please give further details here (please read guidance note 4) Outdoor performances of plays, theatre productions and within a temporary structure	Both	✓
Tue	10.00	23.00			
Wed	10.00	23.00	State any seasonal variations for performing play (please read guidance note 5) N/A		
Thur	10.00	23.00			
Fri	10.00	23.00	Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6) N/A		
Sat	10.00	23.00			
Sun	10.00	23.00			

# B

<b>Films</b> Standard days and timings (please read guidance note 7)			Will the exhibition of a films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon	10.00	23.00	Please give further details here (please read guidance note 4) Outdoor movies – drive in style or shown in a temporary structure	Both	✓
Tue	10.00	23.00			
Wed	10.00	23.00	State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur	10.00	23.00			
Fri	10.00	23.00	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6) N/A		
Sat	10.00	23.00			
Sun	10.00	23.00			

### C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b>Please give further details</b> (please read guidance note 4)
<b>Day</b>	<b>Start</b>	<b>Finish</b>	
<b>Mon</b>			<b>State any seasonal variations for indoor sporting events</b> (please read guidance note 5)
<b>Tue</b>			
<b>Wed</b>			
<b>Thur</b>			
<b>Fri</b>			<b>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list.</b> (please read guidance note 6)
<b>Sat</b>			
<b>Sun</b>			

### D

<b>Boxing or wrestling entertainment</b> Standard days and timings (please read guidance note 7)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	<b>Indoors</b>	
<b>Day</b>	<b>Start</b>	<b>Finish</b>		<b>Outdoors</b>	
<b>Mon</b>	10.00	23.00	<b>Please give further details here</b> (please read guidance note 4) <b>Possible boxing or wrestling entertainment in outdoor arenas or within a temporary structure</b>	<b>Both</b>	✓
<b>Tue</b>	10.00	23.00			
<b>Wed</b>	10.00	23.00	<b>State any seasonal variations for the boxing or wrestling entertainment</b> (please read guidance note 5) N/A		
<b>Thur</b>	10.00	23.00			
<b>Fri</b>	10.00	23.00	<b>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list.</b> (please read guidance note 6) N/A		
<b>Sat</b>	10.00	23.00			
<b>Sun</b>	10.00	23.00			

# E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)</b>	Indoors	
Day	Start	Finish		Outdoors	
Mon	10.00	23.00	<b>Please give further details here (please read guidance note 4)</b> Outdoor music concerts or festivals, events in temporary structures, live music may be amplified and unamplified.	Both	✓
Tue	10.00	23.00			
Wed	10.00	23.00	<b>State any seasonal variations for the performance of live music (please read guidance note 5)</b> N/A		
Thurs	10.00	23.00			
Fri	10.00	23.00	<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list. (Please read guidance note 6)</b> The provision to have up to 12 events per year, involving more than 3000 people in the grounds at the following times: Friday 12.00 – 01.00 Saturday 08.00 – 01.00 Sunday 12.00 – 23.00  Any event requiring non-standard timings or if the expected attendance is more than 3000 people will be subject to a multi-agency planning meeting with LCC and relevant bodies. Where alcohol is being sold, the serving will cease 30 mins before the time stated to allow for drinking up time. When music is un-amplified and or amplified a 1 hour 'wind down' period will be applied. Sound levels will be monitored at source.		
Sat	10.00	23.00			
Sun	10.00	23.00			

# F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)</b>	Indoors	
Day	Start	Finish		Outdoors	
Mon	10.00	23.00	<b>Please give further details here (please read guidance note 4)</b> General background PA music, discos, during live concerts or festivals, at private weddings/parties or events within a temporary structure.	Both	✓
Tue	10.00	23.00			
Wed	10.00	23.00	<b>State any seasonal variations for the playing of recorded music (please read guidance note 5)</b> N/A		
Thurs	10.00	23.00			
Fri	10.00	23.00	<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list. (please read guidance note 6)</b> The provision to have up to 12 events per year, involving more than 3000 people in the grounds at the following times: Friday 12.00 – 01.00 Saturday 08.00 – 01.00		
Sat	10.00	23.00			
Sun					

			<p>Sunday 12.00 – 23.00</p> <p>Any event requiring non-standard timings or if the expected attendance is more than 3000 people will be subject to a multi-agency planning meeting with LCC and relevant bodies.</p> <p>Where alcohol is being sold, the serving will cease 30 mins before the time stated to allow for drinking up time.</p> <p>When music is un-amplified and or amplified a 1 hour 'wind down' period will be applied. Sound levels will be monitored at source.</p>
--	--	--	--

## G

Performance of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon	10.00	23.00	Please give further details here (please read guidance note 4) Outdoor performances of dance or within a temporary structure	Both	✓
Tue	10.00	23.00			
Wed	10.00	23.00	State any seasonal variations for the performance of dance (please read guidance note 5) N/A		
Thur	10.00	23.00			
Fri	10.00	23.00	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list. (please read guidance note 6) The provision to have up to 12 events per year, involving more than 3000 people in the grounds at the following times: Friday 12.00 – 01.00 Saturday 08.00 – 01.00 Sunday 12.00 – 23.00		
Sat	10.00	23.00			
Sun	10.00	23.00			
			Any event requiring non-standard timings or if the expected attendance is more than 3000 people will be subject to a multi-agency planning meeting with LCC and relevant bodies.		
			Where alcohol is being sold, the serving will cease 30 mins before the time stated to allow for drinking up time.		
			When music is un-amplified and or amplified a 1 hour 'wind down' period will be applied. Sound levels will be monitored at source.		

## H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing	Indoors	
Day	Start	Finish		Outdoors	
Mon	10.00	23.00	Please give further details here (please read guidance note 4)	Both	✓
Tue	10.00	23.00			
Wed	10.00	23.00	State any seasonal variations for the entertainment of a similar description to that		



			falling within (e), (f) or (g) (please read guidance note 5)
Thur	10.00	23.00	
Fri	10.00	23.00	<b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within e), f) or g) at different times to those listed in the column on the left, please list.</b> (please read guidance note 6) The provision to have up to 2 events per year, involving more than 3000 people in the grounds at the following times: Friday 12.00 – 01.00 Saturday 08.00 – 01.00 Sunday 12.00 – 23.00  Any event requiring non-standard timings or if the expected attendance is more than 3000 people will be subject to a multi-agency planning meeting with LCC and relevant bodies. Where alcohol is being sold, the serving will cease 30 mins before the time stated to allow for drinking up time. When music is un-amplified and or amplified a 1 hour 'wind down' period will be applied. Sound levels will be monitored at source.
Sat	10.00	23.00	
Sun	10.00	23.00	

I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	✓
Mon			Please give further details here (please read guidance note 4) Outdoor catering or within a temporary structure		
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 5) N/A		
Thur	23.00	00.00			
Fri	23.00	00.00	<b>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list.</b> (please read guidance note 6) The provision to have up to 12 events per year, involving more than 3000 people in the grounds at the following times: Friday 12.00 – 01.00 Saturday 08.00 – 01.00 Sunday 12.00 – 23.00  Any event requiring non-standard timings or if the expected attendance is more than 3000 people will be subject to a multi-agency planning meeting with LCC and relevant bodies. Where alcohol is being sold, the serving will cease 30 mins before the time stated to allow for drinking up time. When music is un-amplified and or amplified a 1 hour 'wind down' period will be applied. Sound levels will be monitored at source.		
Sat	23.00	00.00			
Sun	23.00	00.00			

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption on or off the premises or both – please tick (please read guidance note 8)	On the premises	✓
				Off the premises	
Day	Start	Finish		Both	
Mon	10.00	23.00	State any seasonal variations for providing dancing facilities (please read guidance note 5)		

<b>Tue</b>			n/a
	10.00	23.00	
<b>Wed</b>	10.00	23.00	
<b>Thur</b>	10.00	23.00	<p><b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list. (please read guidance note 6)</b></p> <p>The provision to have up to 12 events per year, involving more than 3000 people in the grounds at the following times:</p> <p>Friday 12.00 – 01.00  Saturday 08.00 – 01.00  Sunday 12.00 – 23.00</p> <p>Any event requiring non-standard timings or if the expected attendance is more than 3000 people will be subject to a multi-agency planning meeting with LCC and relevant bodies.</p> <p>Where alcohol is being sold, the serving will cease 30 mins before the time stated to allow for drinking up time.</p> <p>When music is un-amplified and or amplified a 1 hour 'wind down' period will be applied. Sound levels will be monitored at source.</p>
<b>Fri</b>	10.00	23.00	
<b>Sat</b>	10.00	23.00	
<b>Sun</b>	10.00	23.00	

# K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9)

n/a

# L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5) n/a
Day	Start	Finish	
Mon	10.00	23.00	<p><b>Non standard timings. Where you intend to open the premises to be open to the public at different times from those listed in the column on the left, please list.</b> (please read guidance note 6) The provision to have up to 12 events per year, involving more than 3000 people in the grounds at the following times: Friday 12.00 – 01.00 Saturday 08.00 – 01.00 Sunday 12.00 – 23.00</p> <p>Any event requiring non-standard timings or if the expected attendance is more than 3000 people will be subject to a multi-agency planning meeting with LCC and relevant bodies.</p>
Tue	10.00	23.00	
Wed	10.00	23.00	
Thur	10.00	23.00	
Fri	10.00	23.00	
Sat	10.00	23.00	
Sun	10.00	23.00	

			Where alcohol is being sold, the serving will cease 30 mins before the time stated to allow for drinking up time. When music is un-amplified and or amplified a 1 hour 'wind down' period will be applied. Sound levels will be monitored at source.
--	--	--	--

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking

**We would like to vary our current non-standard timings to accommodate:**

The provision to have up to 12 events per year, involving more than 3000 people in the grounds at the following times:

- Friday 12.00 – 01.00
- Saturday 08.00 – 01.00
- Sunday 12.00 – 23.00

**The proposed variation is mainly to accommodate road closures and early start of the Grand Depart on Sat 5<sup>th</sup> July – we will not seek to use the early start of the variation on a regular basis.**

Please tick ✓ yes

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes please fill in reasons for not including the licence, or part of it, below

Reasons why I have failed to enclose the premises licence or relevant part of the premises licence

# M

Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

**a) General – all four licensing objectives (b, c, d, e) (please read guidance note 10)**

Please see attached pro-forma Risk Assessment

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

Please see attached pro-forma Risk Assessment

**c) Public safety**

Please see attached pro-forma Risk Assessment

**d) The prevention of public nuisance**

Please see attached pro-forma Risk Assessment

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

Please see attached pro-forma Risk Assessment

- |  |               |                          |
|--|---------------|--------------------------|
|  | Please tick ✓ | Yes                      |
| • I have made or enclosed payment of the fee   |               | ✓                        |
| • I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy |               | <input type="checkbox"/> |
| • I have sent copies of this application and the plan to responsible authorities and others where applicable                                   |               | ✓                        |
| • I understand that I must now advertise my application  |               | ✓                        |
| • I have enclosed the premises licence or relevant part of it or explanation   |               | ✓                        |
| • I understand that if I do not comply with the above requirements my application will be rejected   |               | ✓                        |

**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**Part 5 – Signatures** (please read guidance note 11)

**Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent.** (See guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Signature .....

Date  
28.02.14.....

Capacity  
Event Manager.....

**Where the premises licence is jointly held signature of 2<sup>nd</sup> applicant (the current premises licence holder) or 2<sup>nd</sup> applicant’s solicitor or other authorised agent.** (please read guidance note 13). **If signing on behalf of the applicant please state in what capacity.**

Signature .....

Date .....

Capacity .....

**Contact Name (where not previously given) and address for correspondence associated with this application** (please read guidance note 14)

**Emma Paton  
17 Lambert Drive**

**Post town Leeds**

**Post Code LS8 1NL**

**Telephone number (if any) 0113 2181047**

If you would prefer us to correspond with you by e-mail your e-mail address (optional)  
[Emma.p@harewood.org](mailto:Emma.p@harewood.org)



## **Licensing Act 2003**

Notice is hereby given that we Harewood House Trust Ltd (Grounds) have made an application under Section 34 of the Licensing Act 2003 to vary the premises licence held in respect of the premises known as:

Harewood House, Harewood, Leeds, LS17 9LG intend to conduct on or from the premises the following licensable activities:

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

I propose to vary the terms of the existing licence from:

The provision to have up to 12 events per year, involving more than 5000 people in the grounds at the following times:

Friday 12.00 – 01.00

Saturday 12.00 – 01.00

Sunday 12.00 – 23.00

To:

The provision to have up to 12 events per year, involving more than 3000 people in the grounds at the following times:

Friday 12.00 – 01.00

Saturday 08.00 – 01.00

Sunday 12.00 – 23.00

Responsible authorities or any other person may make written representations to Leeds City Council about this application until 26<sup>th</sup> March 2014 which should be sent to the following address:

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

For full details and to view a copy of the application please contact the Entertainment Licensing Section on telephone

number 0113 247 4095 or email  
entertainment.licensing@leeds.gov.uk

It is an offence to knowingly or recklessly make a false statement in connection with an application and the maximum fine for which a person is liable on conviction for this offence is a fine not exceeding £5,000