



Prem/c APPENDIX B
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.

I/We Methven Forbes (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

Part 1 – Premises Details

CAFE LUX - inside Pudsey Wellbeing Centre Robin lane Pudsey	
Post town Leeds	Post code LS28 7BR

Telephone number of premises (if any)

Non domestic rateable value of premises ✓ *value website checked 12.3.14*

092666

Part 2 – Applicant Details

Daytime contact telephone number

Email address (optional)

Current postal address if different from premises address

Post Town

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

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

Cafe Lux is a community cafe and arts venue situated in Pudsey Wellbeing Centre which, itself, is a community centre in the heart of Pudsey that offers a wide range of activities and services for the local community. There are currently over 40 different community activities provided by local volunteers, health and social care services, the wider voluntary sector and the Wellbeing Centre itself. The centre caters for a wide age range including breast feeding support clinics for new mums and "Singing for the Brain" for elderly patients with dementia.

In addition, the wellbeing centre has an arts programme called "Live@Lux", and is currently in partnership with Arts Council England. The principle aim of Live@the Lux is to develop a new arts venue, audiences for the arts, opportunities for arts participation and for artists, in partnership with a local medical centre. The programme seeks to take arts in the community in a brand new direction, and will seek to harness the potential of large untapped audiences and a local gap in arts provision to open up new opportunities for accessing great arts experiences through a programme of live events, workshops and artist collaborations. Live@the Lux improves the arts offer and quality of life for Pudsey residents and strategically aims to increase spend on the arts from the health sector.

This is the basis on which the variation in premises licence has been requested.

This variation includes the existing licensing activities in the Cafe Lux space, and also for the Community Hall on the 1st floor. Plans are attached.

Please note, all the licensing activities listed below apply to both Cafe Lux and the Community Hall, except for the sale of alcohol. No alcohol sales will occur in the community hall, but permission is sought to allow alcohol to be consumed in the community hall.

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

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

Plays 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	
				Both	<input checked="" type="checkbox"/>
Mon	08:00	23:00	Please give further details here (please read guidance note 4)		
Tue	08:00	23:00			
			Variation for Cafe Lux and the Community Hall (see plans)		
			We are working with arts council England to create art opportunities for the local community for all ages. This is likely to include amateur dramatics performances and plays.		
			The building is ran by LOVE PUDSEY CHARITY Registered Charity number - 1153331 and as such, we would like to have the building open and as flexible as possible as we currently have over 20 volunteer-run activities and this will be extending significantly.		
			We envisage plays being mainly performed indoors comprising of children's plays and amateur dramatic plays> where these are outdoors, these would be in a marquee tent, and examples include Easter, Christmas, and Summer fayres or arts events, for example.		
Wed	08:00	23:00	State any seasonal variations for performing play (please read guidance note 5)		
Thur	08:00	23:00			
Fri	08:00	00:00	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)		
Sat	08:00	00:00			
			The standard times refer to indoors only.		
Sun	08:00	23:00	Outdoor plays would be limited to Sunday to Thursday 08:00 to 22:00 and Friday to Sat 08:00 to 23:00.		

B

Films 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	
				Both	<input checked="" type="checkbox"/>
Mon	08:00	23:00	Variation for Cafe Lux and the Community Hall (see plans)		
Tue	08:00	23:00			
			Please give further details here (please read guidance note 4)		
			We envisage plays being mainly performed indoors comprising of children's plays and amateur dramatic plays in a marquee tent, predominantly during key events such as Easter, Christmas, and Summer fayres or arts events, for example. Example of outdoor films and programmes may be where we have a planned "World at War 2" weekend in the grounds in marquees and so we would have outdoor screens showing video or films as part of the theme. Example of other events include Christmas where we may have a christmas grotto outside in a marquee and showing a christmas film, for example. Especially during school holidays and half terms.		
Wed	08:00	23:00	State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur	08:00	23:00			
Fri	08:00	00:00	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)		
Sat	08:00	00:00			

			The standard times refer to indoors only. Outdoor films or TV displays would be limited to Sunday to Thursday 08:00 to 21:00 and Friday to Saturday 08:00 to 22:00.
Sun	08:00	23:00	

C

Indoor sporting events Standard days and timings (please read guidance note 7)			Please give further details (please read guidance note 4)
Day	Start	Finish	State any seasonal variations for indoor sporting events (please read guidance note 5)
Mon			
Tue			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. (please read guidance note 6)
Wed			
Thur			
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish	Both		
Mon					
Tue			Please give further details here (please read guidance note 4)		
Wed					
Thur					
Fri			State any seasonal variations for the boxing or wrestling entertainment (please read guidance note 5)		
Sat					
Sun					
			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. (please read guidance note 6)		

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	✓
Mon	08:00	23:00	Variation for Cafe Lux and the Community Hall (see plans) Please give further details here (please read guidance note 4) We are working with arts council England to create art opportunities for the local community and for all ages. This is likely to include amateur dramatics performances and practices. The building is ran by LOVE PUDSEY CHARITY Registered Charity number - 1153331 and as such, we would like to have the building open and as flexible as possible as we currently have over 20 volunteer-run activities and this will be extending significantly.		
Tue	08:00	23:00			
Wed	08:00	23:00	State any seasonal variations for the performance of live music (please read guidance note 5)		
Thur	08:00	23:00			
Fri	08:00	23:00	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) The standard times refer to indoors only.		
Sat	08:00	23:00			
Sun	08:00	23:00	Outdoor live music would be limited to Friday and Sat 10:00 to 23:00 and Sunday 10:00 to 20:00 only. Outdoor live music is intended to be provided in a marquee tent, predominantly during key events such as Easter, Christmas, and Summer fayres or arts events, for example. It is not planned to have weekly outdoor music events. Outdoor music events would be limited to 12 per year.		

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	✓
Mon	08:00	00:00	Please give further details here (please read guidance note 4) Variation for Cafe Lux and the Community Hall (see plans)		
Tue	08:00	00:00			
Wed	08:00	00:00	State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Thur	08:00	00:00			
Fri	08:00	01:00	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) The standard times refer to indoors only. Recorded music refers to background cafe /restaurant music or music administered by a DJ.		
Sat	08:00	01:00			
Sun	08:00	00:00			

			<p>Outdoor recorded music would be restricted to <u>Sunday to Thursday 08:00 to 21:00</u> and <u>Friday to Sat 08:00 to 21:00</u>. Music will be below the ambient level of the main road traffic.</p> <p>Additionally, the playing of recorded music indoors on Christmas Eve and new Years eve from 08:00 to 03:00 indoors only. Purpose: community party for all ages.</p>
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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	
				Both	<input checked="" type="checkbox"/>
Mon	08:00	23:00	Variation for Cafe Lux and the Community Hall (see plans) Please give further details here (please read guidance note 4) We are working with arts council England to create art opportunities for the local community and for all ages. This is likely to include amateur dramatics performances and practices. The building is ran by LOVE PUDSEY CHARITY Registered Charity number - 1153331 and as such, we would like to have the building open and as flexible as possible as we currently have over 20 volunteer-run activities and this will be extending significantly.		
Tue	08:00	23:00			
Wed	08:00	23:00	State any seasonal variations for the performance of dance (please read guidance note 5)		
Thur	08:00	23:00			
Fri	08:00	00:00	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 standard times refer to indoors only.		
Sat	08:00	00:00			
Sun	08:00	23:00	Outdoor performances of dance would be limited to <u>Sunday to Thursday 08:00 to 21:00</u> and <u>Thursday to Sat 08:00 to 23:00</u> . We envisage dance being mainly performed indoors comprising of children's routines and amateur dramatic routines in a marquee tent, predominantly during key events such as Easter, Christmas, and Summer fayres or arts events, for example.		

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		
Day	Start	Finish	Will the entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			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					

Fri			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. (please read guidance note 6)
Sat			
Sun			

Late night refreshment 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	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	23:00	00:00	Variation for Cafe Lux. No late night refreshments will be sold in the community hall. Though people may be allowed to consume food in the community hall.		
Tue	23:00	00:00	Please give further details here (please read guidance note 4) This covers food and hot drinks consumed in the cafe or grounds but not to be taken off site. No consumption of hot or cold drinks can be consumed outside building but on premises grounds beyond 23:00		
Wed	23:00	00:00	State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Thur	23:00	00:00			
Fri	23:00	01:00	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. (please read guidance note 6)		
Sat	23:00	01:00	Additionally, the supply of late night refreshment on Christmas Eve and new Years eve to 03:00 indoors only . Purpose: community party for all ages.		
Sun	23:00	00:00			

Supply of alcohol 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	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	12:00	00:00	Variation for Cafe Lux. No late night refreshments will be sold in the community hall. Though people may be allowed to consume food in the community hall.		
Tue	12:00	00:00	State any seasonal variations for providing dancing facilities (please read guidance note 5)		
Wed	12:00	00:00	This covers alcohol normally sold by the Cafe. The indication of "BOTH" relates to the exclusive consumption of alcohol on premises grounds (inside and outside building) only.		
Thur	12:00	00:00	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)		
Fri	12:00	01:00	Additionally, the supply of alcohol indoors on Christmas Eve and new Years eve from 12:00 to 03:00 . Purpose: community party for all ages.		
Sat	11:00	01:00	No consumption of alcohol will be allowed outside the building beyond 21:00 except for Friday and Saturday where this will be extend to 23:00.		
Sun	11:00	00:00	A drinking up time of 30 minutes is proposed. beyond times listed		

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)

None.

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)
Day	Start	Finish	
Mon	06:00	00:30	<p>Christmas eve and New year's eve opening from 06:00 to 03:30. Purpose: community party for all ages.</p> <p>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. (please read guidance note 6)</p> <p>The community centre hosts activities for a wide population, some of which includes exercise classes, tea and coffee groups for the elderly, a range of music and arts events for the community, meeting space for other charities and religious groups and more. The centre will categorically <u>not</u> be functioning as a general bar or nightclub.</p> <p>The start time is for all centre activities, not just licensing activities.</p>
Tue	06:00	00:30	
Wed	06:00	00:30	
Thur	06:00	00:30	
Fri	06:00	01:30	
Sat	06:00	01:30	
Sun	06:00	00:30	

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.

None.

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)

We work closely with our local councillors to ensure that we adhere to the four licensing objectives. We also host a weekly police drop in clinic for the community and we regularly seek their advice, update them on our activities, and ask them for any concerns and solutions they might have.

In addition, the building is regulated by the Care Quality Commission, The Charity Commission, and is inspected regularly by Robin Lane Medical Centre to ensure compliancy against an assurance framework that is mindful of a range of factors including CRB, safeguarding, health and safety.

Specific fire-fighting measures:

1. All doors relating to areas covered by the premises licence are approved fire doors.
2. A fire alarm system is in place and is maintained.
3. A full redundant emergency light system is in place.
4. All areas have access to fire fighting equipment which is immediately accessible.
5. Cafe Lux has at least 1 Fire Marshall and the Pudsey Wellbeing Centre has at least 2 fire marshalls.
6. All equipment is pat tested and serviced. Visual inspections are carried out regularly and there is an assurance framework in place to cover fire safety, health and safety, COSSH, first aid and other areas which is presented to the board of trustees and the NHS partnership board at Robin Lane Medical Centre.

b) The prevention of crime and disorder

As a general comment, our local police force run a weekly drop in session at the community centre (Pudsey Wellbeing Centre). As well as providing a forum for members of the community to drop in and discuss any issues, the session has become extremely useful to the centre for advice and direction. This provides us with expertise and advice and we use this regularly to ensure that we are mindful of any crime and disorder risks.

In regards to specific actions, we would propose the following:

STAFF

- Assurance that all staff are CRB checked.
- All Cafe staff have received sale of alcohol training.

GROUPS AND CROWDS

- We will establish a ratio of staff to customers for all licensable activities. We will do this in consultation with police to ensure that ratios are sensible.
- A policy will be in force for the management of large groups, ie birthday parties, community events, charity fund raising events. Large groups is defined as any one activity where over 50 people is expected to be onsite at any one time participation in a licensable activity. The group will be required to nominate a responsible person to liaise with staff

SAFETY

- All alcohol for consumption outside the building but on premises grounds will be provided in plastic or toughened glass only.
- If glass bottles are used, the contents will be decanted into plastic or toughened glass for outside consumption on premises grounds only.
- No customers carrying open or sealed bottles or glasses will be admitted to the premises at any time
- No customers will be permitted to take open containers of alcoholic from the premises or

its grounds

- All bottles and glasses will be removed from public areas as soon as they are finished with or empty ✓
- Whilst the building is deemed to be a low risk fire hazard, we will work with the police, health and safety officer (and police) to establish maximum capacity limits for indoor and outdoor events so as to prevent prevent overcrowding which could lead to crime and disorder. ✓
- This capacity figure will be based on advice from the Police, Fire or local authority ✓?
- Door supervisors may be required to ensure the capacity limits are controlled; ✓
- An incident book will be kept and record details of all instances of public disorder; ✓

ALCOHOL RELATED POLICIES

- Customers who buy alcohol will be routinely asked if they would like tap water.
- We will introduce a strict proof of age policy: Challenge 25. ✓
- Food will be available at all times during the sale of alcohol is permitted. Food may include hot or cold food, snacks, cakes. ✓
- In order to safeguard the child friendly ethos of the community centre, no licensable activities will be allowed to take place where it would require the prohibition of children under the age of 17 or put children at risk. ✓
- All-inclusive nights or other irresponsible drinks promotions will not be permitted
- A person holding the National Licensee's Certificate will be on the premises at all times when alcohol is being served to large groups e.g. parties, events etc. A large group is any one activity where over 100 people is expected to be onsite at any one time for the purposes of a licensable activity. ✓
- The premises will be a member of Pubwatch and a representative will attend Pubwatch meetings and participate in all initiatives;

GENERAL

- As the venue is a community centre, we will not hold stag or hen parties in order to maintain the reputation of the building. ✓
- We will ensure that a female supervisor will be available if searches are to be conducted on female customers in regards to concealed or prohibited items. ✓
- We will install CCTV for cafe and store room.
- An anti drug policy agreed by the Police and local authority will be in force ✓
- Crime prevention notices will be displayed warning customers of the prevalence of crime which may target them, e.g. "bags should not be left unattended", "watch out for pickpockets" ✓
- A detailed "customer code of conduct" poster will be displayed warning customers that if they act in an inappropriate manner, they could be barred from all licensed premises in the vicinity; ✓

c) Public safety

CCTV

- Will be installed and working to the satisfaction of the Police and Local Authority;
- Recordings will be maintained for an appropriate period of time (generally one month -- but to be agreed with Police and Local Authority);
- A notice will be displayed at the entrance to the premises advising that CCTV is in operation;

BOTTLES AND GLASSES

- Alcoholic and soft drinks for consumption outside the building but on premises grounds will be served in plastic or toughened glasses;
- If glass bottles are used, the contents will be decanted into plastic or toughened glass;
- No customers carrying open or sealed bottles or glasses will be admitted to the premises at any time;
- No customers will be permitted to take open containers of alcoholic or soft drinks from the premises;
- All bottles and glasses will be removed from public areas as soon as they are finished with or empty;

- Capacity Limits
Consideration will be given to setting capacity limits for licensable activities to prevent overcrowding which could lead to crime and disorder;
- This capacity figure will be based on advice from the Police, Fire or local authority;
- Door supervisors may be required to ensure the capacity limits are controlled during events where it is expected that the capacity will be breached.

Drugs

- An anti drug policy agreed by the Police and local authority will be in force;
- A secure facility to store controlled drugs will be available;

Notices

- Crime prevention notices will be displayed warning customers of the prevalence of crime which may target them, eg "bags should not be left unattended", "watch out for pickpockets";
- A detailed "customer code of conduct" poster will be displayed warning customers that if they act in an inappropriate manner, they could be barred from all licensed premises in the vicinity;
- No licensable activities will be permitted where this would require the prohibition of children.

Fire Safety

- All exit doors will be easily opened without the use of a key, card, code or similar means and will be available for egress while the public are on the premises;
- Means of escape will be maintained unobstructed, immediately available and clearly identifiable;
- Exit doors will be regularly checked to ensure they function satisfactorily. Records of these checks will be kept and produced on request;
- Any removable security fastenings will be removed whenever the premises are open to the public or staff;
- All fire doors will be maintained effectively self-closing and shall not be held open other than by approved devices;
- Fire resisting doors to service shafts, ducts and cupboards will be kept locked shut;
- Step and stair edges will be highlighted so as to be conspicuous;
- All gangways, exitways and treads of steps or stairways will be maintained with non-slippery and even surfaces;
- All floor coverings will be secured and maintained so that they will not ruck. Mats will be fitted into matwells so as to be flush with the floor surface;
- Hangings, curtains and temporary decorations will be maintained in a flame retardant condition;
- Upholstered seating will be fire retardant and compliant with current fire safety regulations;
- Curtains, hangings and temporary decorations will not obstruct exits, fire safety signs or fire-fighting equipment;
- Notices detailing the actions to be taken in the event of fire or other emergency will be prominently displayed and maintained in good condition;
- Access will be provided for emergency vehicles and this access will be kept clear and free from obstruction;
- Fire drill and emergency lighting tests will be conducted monthly. Records of these tests will be made available to the Licensing Authority upon request;
- All fire exits and means of escape will be signed in accordance with BS5499;
- An evacuation policy will be in place that is to the satisfaction of the Fire Authority. All staff members will be trained in the evacuation policy;
- The fire brigade will be called to any outbreak of fire, however slight;
- Exit doors will open outwards (or will be secured in the open position);

Disabled People

- When disabled people are present, adequate arrangements will exist to enable their safe evacuation in the event of an emergency;

- Disabled people on the premises will be made aware of these arrangements;

First Aid

- Adequate and appropriate supply of first aid equipment and materials will be available on the premises;
- At least one suitable trained first aider will be on duty when the public are present;
- If more than one first aider is present, their respective duties will be clearly defined;
- The first aider will be trained to deal with drug and alcohol related problems;

Lighting

- In the absence of adequate daylight, the lighting in any area accessible to the public will be fully operational;
- Fire safety signs will be adequately illuminated;
- Emergency lighting will not be altered;
- Emergency lighting batteries will be fully charged before the admission of the public;
- In the event of failure of normal lighting, where the emergency lighting battery has a capacity of one hour, evacuation of the premises will be possible within 20 minutes;
- Where the emergency lighting battery has a capacity of three hours, evacuation of the premises will be possible within one hour;
- Emergency lighting tests will be conducted monthly. Records of these tests will be made available to the Licensing Authority upon request;

Safety Certificates

- I will provide a satisfactory NICEIC or ECA periodic electrical installation report. The inspection will be carried out to confirm to legislative requirements and health and safety advice sought externally. A new report will be provided in line with this advice.
- I will provide a satisfactory NICEIC or ECA periodic emergency lighting report. The inspection will be carried out to confirm to legislative requirements and health and safety advice sought externally. A new report will be provided in line with this advice.
- I will provide a CORGI certificate of inspection in respect of any gas boiler, calorifier or appliance. The inspection will be carried out to confirm to legislative requirements and health and safety advice sought externally. A new report will be provided in line with this advice.
- I will provide an OFTEC certificate of inspection in respect of any oil-fired boiler or appliance. The inspection will be carried out to confirm to legislative requirements and health and safety advice sought externally. A new report will be provided in line with this advice.
- I will provide a certificate by a suitably qualified professional in respect of any suspended ceilings at the premises. This will be carried out to confirm to legislative requirements and health and safety advice sought externally. A new report will be provided in line with this advice.
- I will provide confirmation of public liability insurance in the minimum sum of £2 million. A new certificate will be provided each year;
- I will provide a certificate of inspection for portable fire fighting equipment. The inspection will be carried out to confirm to legislative requirements and health and safety advice sought externally. A new report will be provided in line with this advice.
- I will provide a certificate of inspection for any fire detection alarm at the premises. The inspection will be carried out to confirm to legislative requirements and health and safety advice sought externally. A new report will be provided in line with this advice.
- Where a temporary electrical installation is being used, a temporary electrical installation report by a NICEIC or ECA electrician or a certificate of compliance with BS7909 will be provided;

Alterations to premises

- A variation of the premises licence will be sought for any alteration of the premises which would make it impossible to comply with an existing licence condition;
- Alternative steps to be taken to take the public safety objective will be proposed if necessary;

Special Effects

- The use of special effects or mechanical installation will be arranged and stored so as to minimise any risk to the safety of the audience, performers and staff;

- Special effects including the following will only be used with prior notification to the Licensing and/or Fire authorities:-
 - Dry ice machines and cryogenic fog;
 - Smoke machines and fog generators;
 - Pyrotechnics, including fireworks;
 - Real flame;
 - Firearms;
 - Motor vehicles;
 - Strobe lighting;
 - Lasers;
 - Explosives and highly flammable substances;

General

- Free drinking water will be made available at all times the premises is open to the public;
- A personal safety message will be displayed, eg "make mine a safe one" poster campaign. The message will include details of where personal attack alarms can be obtained;
- A policy will be in place for escorting all patrons from the premises to a licensed taxi or private hire vehicle;
- A "no smoking" area of such a size and design that it genuinely provides a suitable area for customers wishing to be separated from smoking areas will be available;

Gangways

- Sitting on floors will not be permitted except where authorised in the premises licence;
- In no circumstances will anyone be permitted to:-
 - sit in any gangway;
 - stand or sit in front of an exit; or
 - stand or sit on any staircase including any landings;

General

- Clothing or other objects will not be placed over balcony rails or upon balcony fronts;
- No drinks will be sold to or be consumed by a closely seated audience except in plastic and paper containers;
- All ceilings in those parts of the premises to which the audience are admitted will be inspected by a suitably qualified person. A certificate concerning the condition of the ceilings will be forwarded to the Licensing Authority;

Premises used for film exhibitions

- The following number of attendants will be present during film exhibitions (as set out in the tables below):
 - Number of members of the audience present on the premises - 1-250. Minimum number of attendants required to be on duty -2.
- Where there are more than 150 members of an audience in any auditorium or on any floor at least one attendant shall be present in any auditorium or on any floor

Late Night Refreshment

- I will ensure that the public are not admitted to any part of the premises other than those which have been approved by the Council;
- Overcrowding will not be allowed in any part of the premises;
- Where tables and chairs are provided, clear gangways to exits will be maintained;
- If notices prohibiting smoking are exhibited, the prohibition will be strictly enforced;
- Portable heating appliances will not be used at the premises;
- Appliances utilising cylinders or containers of gas will not be used on the premises;
- Paraffin or other mineral oil will not be used in any lamp, stove or other appliance except for cooking purposes;
- The premises will be adequately ventilated in all areas to which the staff and public have access;

d) The prevention of public nuisance

Noise and Vibration

- Noise or vibration will not be audible at the façade of any noise sensitive premises;
- Doors and windows will be kept closed whenever necessary;
- Noise limiters on amplification equipment will be used when required to ensure that the playing of music or recorded music does not cause a public nuisance.
- Prominent, clear and legible notices will be displayed at all exits requesting patrons to respect the needs of local residents and to leave the premises and the area quietly;
- The use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas will be restricted;
- The placing of bottles into receptacles outside the premises will take place at times that will minimise disturbance to nearby properties;
- For the final hour of opening the music will be discernibly quieter;
- The playing of live or recorded music in garden areas of the premises will not be permitted after a specified time (see standard start and finish times);
- The Centre will seek advice whether to install triple glazing or secondary glazing in addition to current double glazing for the prevention of leakage of noise.

Noxious smells

- Noxious smells from licensed premises will not cause a nuisance to nearby properties;
- ✓ Premises will be adequately vented to prevent nuisance from noxious smells;

Light Pollution

- Flashing or bright lights on or outside licensed premises will not cause a nuisance to nearby properties;

General

- A "no smoking policy" at the Wellbeing Centre rule will be enforced;
- A crime prevention policy agreed by the police and Licensing Authority will be in place;

Late Night Refreshment

- Late night refreshments will be provided for consumption on premises only.
- A sufficient number of suitable receptacles for refuse storage will be provided. These will have properly fitted covers;
- The receptacles will be maintained in a clean condition;
- Nearby streets will be monitored after 11pm to ensure that patrons are not littering the streets and/or residents' property or causing a nuisance to residents;
- Patrons will be prevented from eating and drinking immediately outside the building on premises grounds after 11pm;

e) The protection of children from harm

General

- The wellbeing centre will not allow heavy or binge drinking, will enforce a strict policy to prevent under age drinking, drug taking, gambling or any other activity where children under 18 would be put at risk.
- The Wellbeing Centre will conduct a Safeguarding Workbook assessment at least annually. This will be conducted by a Medical Professional, the Wellbeing Centre Manager and the Cafe Manager, and will comply with strict Care Quality Commission (CQC) guidelines.
- A proof of age policy agreed by the police and local authority will be enforced and will include, at a minimum, the Challenge 25 approach.
 - If children are allowed on the premises, a "no smoking" area of such a size and design that it genuinely provides a suitable, comfortable area for children and families wishing to be separated from smoking areas will be available;
- A crime prevention policy agreed by the police and local authority will be in place;

Cinemas

- When films are classified by the film classification body, they will be classified in the

following way:-

- U – Universal – suitable for audiences aged 4 years and over;
- PG – Parental Guidance – some scenes may be unsuitable for young children;
- 12A – viewing by persons aged 12 years or older or persons younger than 12 when accompanied by an adult;
- 15 – viewing by persons aged 15 years and over;
- 18 – viewing by persons aged 18 years and over

Except for private events, or for social events that is open generally to the public where the drinking of alcohol is permitted, no film shall be shown that has a classification other than U and PG. Private events may have any classification. Social events generally open to the public will not have a classification above 12A.

- Immediately before each exhibition of a film classified by the BBFC, there will be a reproduction of the certificate of the Board for at least five seconds so as to be easily read by all persons in the auditorium or, as regards a trailer advertising a film, a statement approved by the Board indicating the classification of that film;
- Where the Licensing Authority has made a recommendation on the restriction of admission of children to a film, notices will be displayed both inside and outside the premises so that persons are aware of the classification;

Performances especially for children

An attendant will be stationed in the area(s) occupied by the children and in the vicinity of each exit;

The minimum number of attendants on duty will be one attendant per 50 children (or part thereof);

Children in performances

- The backstage facilities will be large enough to accommodate safely the number of children taking part in any performance;
- All chaperones and production crew on the show will receive instruction on the fire procedures prior to the arrival of the children;
- Special effects, including smoke, dry ice, rapid pulsating or flashing lights, will not be used in such performances;
- Children performing in productions will be kept under adult supervision at all times including transfer from stage to dressing room and anywhere else on the premises;
- Children will be accounted for at all times in case of an evacuation or emergency;

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
- 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 Methven Forbes

Date 06/03/2014

Capacity Managing Partner

Where the premises licence is jointly held signature of 2nd applicant (the current premises licence holder) or 2nd 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)	
Mr Methven Forbes 46 Radcliffe Lane Pudsey	
Post town Leeds	Post code LS28 7DE
Telephone number (if any) 08444 773074	
If you would prefer us to correspond with you by e-mail your e-mail address (optional) mev.forbes@nhs.net	