

02213/002



**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 ...Leeds Metropolitan University.....**  
(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 02213

**Part 1 – Premises Details**

Postal address of premises or, if none, ordnance survey map reference or description	
Carnegie Sports Centre Sport & Active Lifestyles Leeds Metropolitan University Headingley Campus	
Post town Leeds	Post code LS6 3QS

Telephone number of premises (if any)

[Empty box]

Non domestic rateable value of premises

£ OVER £125,001.00 (BAND E)

**Part 2 – Applicant Details**

Daytime contact telephone number

[Empty box]

Email address (optional)

[Empty box]

Current postal address if different from premises address

[Empty box]

ENTERTAINMENT LICENSING

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
<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)

Carnegie Sports & Active Lifestyles (formerly University Sport) has an Annual Premises Licence which covers the various indoor sports areas (ie Tennis Centre, Blue Sports Hall, The Arena (formerly the Gymnastics Centre), Green Sports Hall, Swimming Pool, Dance Studio, Gym areas and Carnegie Hall; and outside which includes the running track and Pavilion area. The current Premises Licence covers the following licensable activities; indoor sporting events, recorded music and anything similar of that nature.

We are applying for a variation to our current licence as we wish to include:

- the provision for the 'supply/sale of alcohol' at appropriate sporting events and Summer Graduations
- we wish to extend the finishing hours on a weekend from 20.00 hours to 22.00 hours to cover the events
- we wish to extend the provision of background music from 20.00 hours to 22.00 hours to cover the events

The cash bar would be portable and only used for appropriate indoor events which would be taking place in the following indoor locations, ie Blue Sports Hall, Green Sports Hall, the Arena, the Tennis Centre Hall and in the main annex reception area.

Over the last 6 months we have had a number of TENS licenses, for the provision of a portable cash bar, for our basketball and Netball events which have been very successful.

These events have been occurring since last September 2013, there have been no noise issues and security have been in attendance to support all the events, and to meet the licencing agreement for the TENS (sale of alcohol). Headingley Campus is manned by Security 24/7 and their control room is based in James Graham Building. All security are SIA Licenced.

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

<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			Please give further details here (please read guidance note 4)	Both		
Tue						
Wed				State any seasonal variations for performing play (please read guidance note 5)		
Thur						
Fri				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						
Sun						

# 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			Please give further details here (please read guidance note 4)	Both		
Tue						
Wed				State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur						
Fri				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						
Sun						

**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)
Day	Start	Finish	
Mon	08:00	23:00	<p>Carnegie has an annual premises licence to cover indoor sporting events ie</p> <p>Monday to Friday 08.00-23.00 hour Saturday/Sunday 09.00-20.00 hour</p> <p>Carnegie now have various family sporting events taking place at a weekend and we would like a variation to extend the timing on a weekend (by 2 hours) to support our indoor sporting events, ie</p> <p>Monday to Friday 08.00-23.00 hour Saturday/Sunday 9.00 -22.00 hour</p>
Tue	08:00	23:00	
Wed	08:00	23:00	<p><b>State any seasonal variations for indoor sporting events</b> (please read guidance note 5)</p> <p>The majority of the sporting events take place during the academic year.</p>
Thur	08:00	23:00	
Fri	08:00	23:00	
Sat	09:00	22:00	<p><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)</p>
Sun	09:00	22:00	

**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)	Indoors	
Day	Start	Finish		Outdoors	
Mon			<p><b>Please give further details here</b> (please read guidance note 4)</p>	Both	
Tue					
Wed			<p><b>State any seasonal variations for the boxing or wrestling entertainment</b> (please read guidance note 5)</p>		
Thur					
Fri			<p><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)</p>		
Sat					
Sun					

# E

<b>Live music</b> 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	
Mon			Please give further details here (please read guidance note 4)	Both	
Tue					
Wed				State any seasonal variations for the performance of live music (please read guidance note 5)	
Thur					
Fri				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)	
Sat					
Sun					

# F

<b>Recorded music</b> 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	
Mon	08:00	23:00	Please give further details here (please read guidance note 4)  Carnegie has an annual premises licence to cover background music during events ie  Monday to Friday 08.00-23.00 hour Saturday/Sunday 09.00-20.00 hour  Carnegie now have various family sporting events taking place at a weekend and we would like a variation to extend the timing on a weekend (by 2 hours) to support our indoor sporting events, ie  Monday to Friday 08.00-23.00 hour Saturday/Sunday 9.00 -22.00 hour	Both	
Tue	08:00	23:00			
Wed	08:00	23:00	State any seasonal variations for the playing of recorded 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 playing of recorded music at different times to those listed in the column on the left, please list. (please read guidance note 6)		
Sat	09:00	22:00			
Sun	09:00	22:00			

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## G

<b>Performance of dance</b> 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	
				Outdoors	
			Both		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here (please read guidance note 4)</b>		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			<b>State any seasonal variations for the performance of dance (please read guidance note 5)</b>		
			<b>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)</b>		

## H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			<b>Please give a description of the type of entertainment you will be providing</b> Entertainment similar to live music, recorded or dance		
			Will the entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	
			Both		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here (please read guidance note 4)</b>  Carnegie currently has an Annual Premises Licence to cover this section, we would like a variation to extend the weekend hours, ie  From 09.00 – 20.00 hours To 09.00 hours – 22.00 hours		
Mon	08:00	23:00			
Tue	08:00	23:00			
Wed	08:00	23:00			
Thur	08:00	23:00			
Fri	08:00	23:00			
Sat	09:00	22:00			
Sun	09:00	22:00			
			<b>State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)</b>		
			<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. (please read guidance note 6)</b>		

<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	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 4)	Both	
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Thur					
Fri			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					
Sun					

**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	<input checked="" type="checkbox"/>
Day	Start	Finish		Off the premises	
Mon	12.00	22.00	State any seasonal variations for the supply of alcohol (please read guidance note)	Both	
Tue	12.00	22.00			
Wed	12.00	22.00			
Thur	12.00	22.00	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	22.00			
Sat	12.00	22.00			
Sun	12.00	22.00			

The current Carnegie Annual Premises Licence does not include the sale of alcohol, we would like a variation for the provision of alcohol relating to the Carnegie, Sports & Active Lifestyle, family sports events will be predominantly during the Academic year/weekend period.

There could be a provision required during the Summer Graduations which takes place during the week in July.

The hours required would be 12.00 – 22.00 hours

This provision of a portable cash bar will only take place in the following locations within the Carnegie complex, ie Blue Sports Hall, Green Sports Hall, the Arena, the Tennis Centre Hall and in the main annex reception area.



# 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 Children are not permitted on University property unless accompanied by an adult.

# L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations (please read guidance note 5)</b>
Day	Start	Finish	
Mon	08:00	23:00	Variation to the timing at a weekend co-ordinates with the Carnegie Sport & Active Lifestyles sporting requirements and would like to be amended to  To Saturday/Sunday - 09.00-22.00 hours
Tue	08:00	23:00	
Wed	08:00	23:00	
Thur	08:00	23:00	
Fri	08:00	23:00	
Sat	09.00	22.00	
Sun	09.00	22.00	

**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**

No Conditions.

**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

N/A

# 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 refer to paragraphs (b) (c) (d) and (e) below as to how the applicant intends to operate the premises to ensure the licensing objectives are satisfied.

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

There is 24 hour security on site with the support of CCTV cameras. When events take place, with the provision of a cash/sale of alcohol, Security will be in attendance who are all SIA badged.

The premises shall adopt Leeds Metropolitan University policy of zero tolerance to drugs and anti-social behaviour or violent behaviour. Please refer to the Student Disciplinary Policy, the Leeds Metropolitan University Policy Statement relating to Violence on the Premises and the Codes of Practice on the Use of Leeds Metropolitan University Premises (attached).

Our staff are fully conversant with these policies and procedures.

**c) Public safety**

Please refer to the copy of the Leeds Metropolitan University's Health and Safety Policy, the Fire Risk Assessment Form and the Fire Regulations and Procedures Document (attached).

**d) The prevention of public nuisance**

The Premises has the benefit of manned security within Leeds Metropolitan University's campus and is proactive in seeking to reduce as far as possible all forms of public nuisance.

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

Children are not permitted on University property unless accompanied by an adult.

- |  | 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 David Collett

Date 21/5/2014

Capacity Head of Campus and Residential Services

**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 .....

<b>Contact Name (where not previously given) and address for correspondence associated with this application (please read guidance note 14)</b>	
David Collett Head of Campus & Residential Services Leeds Metropolitan University City Campus	
Post town Leeds	Post code LS1 3HE
Telephone number (if any) 0113 8126048 – Mobile 07785 556852	
If you would prefer us to correspond with you by e-mail your e-mail address (optional)	
d.collett@leedsmet.ac.uk	

## Notes for guidance

**This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence you should make a new premises licence application under section 17 of the Licensing Act 2003.**

1. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.
2. Describe the premises. For example the type of premises, its general situation and layout and any other information which would be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and provide a place for consumption of these off-supplies you must include a description of where the place is and its proximity to the premises.
3. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
8. If you wish people to be able to consume alcohol on the premises, please tick "on the premises". If you wish people to be able purchase alcohol to consume away from the premises, please tick "off the premises". If you wish people to be able to do both, please tick "both".
9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gambling machines.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
14. This is the address which we shall use to correspond with you about this application.