

SE1

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

Application For A Sex Establishment Licence

Local Government (Miscellaneous Provisions) Act 1982 As Amended

Please read the following instructions

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 that 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.

All questions must be answered, save where otherwise stated. If relevant questions are not answered, the application will be deemed incomplete and returned to the applicant.

Any person who, in connection with an application for a grant of a sex establishment licence makes a false statement which he knows to be false in any material respect of which he does not believe to be true is guilty of an offence and liable on summary conviction to a fine not exceeding £20,000.

Section 1 - APPLICATION DETAILS

1. Is the application for a:

- | | | |
|---|---|-------------------------------------|
| <input type="checkbox"/> Sexual Entertainment Venue | <input type="checkbox"/> Sex Shop | <input type="checkbox"/> Sex Cinema |
| <input type="checkbox"/> Grant | <input checked="" type="checkbox"/> Renewal | <input type="checkbox"/> Variation |

If the application is for a variation, please state the nature of the variation:

Section 2 - APPLICANT DETAILS

2. Is the applicant:

- | | |
|---|------------------------------------|
| <input type="checkbox"/> An individual | (please answer questions 3 and 4) |
| <input checked="" type="checkbox"/> A company or other corporate body | (please answer questions 5 to 9) |
| <input type="checkbox"/> A partnership or other unincorporated body | (please answer questions 10 to 12) |

Individual Application

3. Full name of applicant (individual):

Former or previous names:

Home address:

Post town:

Post code:

Telephone numbers:

Date of birth:

4. Are there any other persons responsible for the management of the premises/business other than those stated in question 3? Please state their names and addresses:

Company or other corporate body

5. Name of applicant (company name):

Red Carpet Leisure (Leeds) Limited

Address of registered or principal office:

199 Roundhay Road

Post town: **Leeds**

Post code: **LS8 5AN**

Registration number: **07778292**

6. Name and address of the applicant's directors and company secretary (please use additional sheet):

[REDACTED]

7. Are there any other persons responsible for the management of the premises/business other than those stated in question 5 and 6? Please state their names and addresses:

N/A

8. State the names of all persons with a shareholding greater than 10% in the business.

[REDACTED]

9. Is the business a wholly owned subsidiary or another company or corporate body? If so state the name, place of registration and identity of its directors and company secretary.

No

Partnership or other unincorporated body

10. Name and address of applicant:

11. Names and addresses of applicant's partners (please use additional sheet):

12. Are there any other persons responsible for the management of the premises/business other than the partners? Please state their names and addresses:

All applicants

13. a. Has the applicant ever been known by any other name? Yes No
- b. Has the applicant ever been convicted of a criminal offence? Yes No
- c. Has the applicant ever been refused a sex establishment licence? Yes No
- d. Has the applicant ever had a sex establishment licence revoked? Yes No
- e. Has the applicant ever been served with a winding up petition? Yes No

If the answer to any of these questions is yes, please provide details:

14. Applicants' trading address or head office (other than the premises)

**Silks
2 Sovereign Place
Leeds
LS1 4SP**

15. Will the business for which this licence is sought be carried on for the benefit Yes No

of a person other than the applicant?

If the answer is yes, state the name, address, place of registration, registered number and the identity of all directors, company secretary and those with a greater than 10% shareholding.

16. Does the applicant operate any other sex establishments, licensed or otherwise? Please state name, address, and type of sex establishment of each.

No (However [REDACTED] - operates Silks Manchester in respect of which an SEV licence was granted effective from the 9th January 2012 and renewed on 4th March 2013 and 5th February 2014)

Section 3 - PREMISES DETAILS

17. Please state the name the business will be known as:

Silks

18. Is the premises a Premises Vehicle Vessel Stall

19. Where is it proposed to use the vehicle, vessel or stall?

N/A

20. In the case of a sex shop, does the company propose to only operate on the internet? (if yes answer questions 20 to 28 only) Yes No

21. Premises address

Silks, 2 Sovereign Place

Post town

Leeds

Post code **LS1 4SP**

Telephone number at premises **0113 242 5302**

22. Which part of the premises is to be used as a sex establishment?

Ground and First Floor

23. Is the applicant owner lessee sub-lessee other

24. If the applicant rents the property state:

a. Name and address of landlord

[REDACTED]

b. Name and address of the superior landlord:

N/A

c. Total annual rental: **£35,000 p.a.**

d. Length of unexpired term: **Lease from 11.09.2009 for unlimited terms subject to 6 months notice**

e. Notice required to terminate tenancy: **6 months notice required from Landlord**

25. Please provide details of the building management company (if appropriate):

[REDACTED]

26. State the current use of the premises:

Gentleman's Lounge

27. Has planning permission, or a certificate of lawful use, been obtained for the use of the proposed premises? Yes No

28. Can members of the public access the premises:

a. Directly from the street? Yes No

b. From other premises? Yes No

c. Not at all? (internet sales only) Yes No

29. a. Numbers of door supervisors: **Two**

b. Hours door supervision in place:

22.00 to closing time

30. Are the premises currently being used as a sex establishment? Yes No

Please provide details of the business currently operating the business:

Red Carpet Leisure (Leeds) Limited - Applicant

31. Are the premises licensed under any other Act such as the Licensing Act 2003? Yes No
Please state the name of the designated premises supervisor.

[REDACTED]

Section 4 - OPERATING SCHEDULE

32. Opening hours: (If internet sales only please tick here and continue to Q39)

Monday **22.00 - 04.00**

Friday **22.00 -05.00**

Tuesday **22.00 - 04.00**

Saturday **22.00 - 05.00**

Wednesday **22.00 - 04.00**

Sunday **22.00 - 04.00**

Thursday **22.00 - 04.00**

33. Has the applicant entered into any written or oral agreement in connection with the business, for example a management agreement, partnership agreement or profit share arrangement? Please provide details Yes No

a. Please provide details of any lender, mortgage or others providing finance:

N/A

b. Please provide details of any merchandising agreements:

N/A

Premises management

34. Please state the name of the person who will be in day to day control of the premises (the manager).

[REDACTED]

a. Will the manager be based at the premises Yes No

b. Will the management of the premises be the manager's sole occupation Yes No

35. Who will be in control of the premises in the manager's absence (relief manager)?

[REDACTED]

a. Will the relief manager be based at the premises in the absence of the manager? Yes No

If you have ticked 'no' to any of the above, please provide details

(Please complete an SE5 form for each person mentioned in this section)

External appearance and advertising

36. Please describe the proposed exterior signage and advertising. Please include nature, content and size of each sign and any images to be used:

Please see photographs attached of the existing signage which we intend to retain.

Please note that a drawing/photo of the front elevation is required to be submitted with this application

37. Please describe how the interior of the premises is obscured to passers by:

It is impossible for persons to see inside – even when the front door is open as the view is to our reception counter only

38. Please describe any proposed window displays:

No window displays.

There is a facility for digital advertising which is currently not in use. If brought back in to use in the future we will seek prior approval of the Licensing Authority.

39. Please describe how the business is to be advertised, i.e. business cards, billboard advertising, personal solicitation, advertising on motor vehicles, radio or television advertising:

Billboards; Flyers; Promotional Sail (see photo)

Policies and Operating Schedule

40. Please provide details of the age verification policy:

Challenge 25 Policy is adopted

41. Please provide details of the CCTV arrangements:

There are 23 CCTV cameras (a separate camera for each of the 13 booths)

Full details of camera location points both internal and external are shown on the plan accompanying this renewal application.

There will be full compliance with Sections 37-40 of the Standard Conditions regarding CCTV

42. State measures to be taken to prevent nuisance to residents and businesses in the vicinity:

No interaction either with residents (none in the vicinity) or businesses (which are generally closed by the time the venue opens)

43. State measures to be taken to promote public safety:

**SIA Registered Door Personnel
CCTV Installation
Fire Alarm System**

44. State measures to be taken to prevent crime and disorder:

SIA registered door personnel of which at least two will be present at all times relevant entertainment is provided.

Please also refer to the Prevention of Crime and Disorder objectives detailed in the Premises Licence (see attached)

45. State measures to be taken to protect children from harm:

No admission to under 18 years old

Challenge 25 Policy

Compliance with Standard Condition 18 regarding external signage

46. State measures to ensure employees age and right to work in the UK:

Thorough checks as per Agile

All employees personal details are checked prior to employment commencing.

Personnel records are kept and retained at the premises.

All dancers details are also thoroughly checked prior to being allowed access to the premises under status of self employed persons

47. Describe training and welfare policies:

Please see Training and Welfare Policies attached

We take the training and welfare of our staff seriously and ensure induction prior to employment commencing.

We care for the welfare of all our staff.

Applications for Sexual Entertainment Venues Only

48. Is the proposal for full nudity?

Yes No

49. Describe the nature of the entertainment, e.g. lap-dancing, pole dancing, stage strip-tease:

**Lap Dancing
Pole Dancing
Stage Strip Tease (First Floor)**

50. Please enclose a copy of the code of practice performers must abide by (or equivalent document), and describe how performers will be monitored to ensure compliance:

Performers must abide by all Standard Conditions

See Code of Conduct for Dancers and Staff monitored by the Duty Manager

51. Please enclose a copy of the code of conduct customers must abide by (or equivalent document), and describe how customers will be monitored to ensure compliance:

Customer Code of Conduct attached

CCTV Camera in every booth and throughout the premises

Monitors are displayed;

- 1. by the ground floor reception area, and**
- 2. upstairs at the cashiers booth**

The receptionist can view the monitor at all times the premises are open and the cashier can view the upstairs monitor. The monitor serves as a deterrent regarding misbehaviour by staff/public who see the monitor and who are informed that all booths are equipped with cameras.

SIA staff present at all times

52. Please enclose a copy of the welfare policy for performers (or equivalent document) and describe how this will be distributed.

See attached Welfare Policy. The Welfare Policy is handed to each performer who works at the venue. A further copy is on display in the dancer's changing room.

53. Does the business intend to provide vehicles to transport customers or performers to and from the premises?

Yes No

Please enclose copies of the relevant licences issued by Taxi and Private Hire Licensing.

Further information

54. Please set out any further information you wish the authority to take into account.

Silks Manchester have been granted an SEV since 9th January 2012 (and renewed on the 4th March 2013 and 5th February 2014) and have traded under the SEV conditions.

55. Is there any information on this form you do not wish to be seen by members of the public? If so state which information and the reasons why you do not wish it to be seen.

Personal Information**Section 5 - CHECKLIST & ENCLOSURES****Enclosures**

- | | |
|--|-------------------------------------|
| I have made or enclosed payment of the fee | <input checked="" type="checkbox"/> |
| I have enclosed three sets of plans of the premises | <input checked="" type="checkbox"/> |
| I have enclosed a drawing of the street elevation of the premises (see photos) | <input checked="" type="checkbox"/> |
| I have enclosed a completed form SE5 for each person named in questions 3 to 11 | <input checked="" type="checkbox"/> |
| I have enclosed a completed form SE5 for the Manager and Relief Manager | <input checked="" type="checkbox"/> |
| I have enclosed a copy of the company's staff welfare policy | <input checked="" type="checkbox"/> |
| I have enclosed a copy of the code of practice for dancers (if appropriate) | <input checked="" type="checkbox"/> |
| I have enclosed a copy of the code of conduct for customers (if appropriate) | <input checked="" type="checkbox"/> |
| I have enclosed a copy of the Dancers Information Pack (if appropriate) | <input checked="" type="checkbox"/> |
| I have enclosed a copy of the licences for vehicles used in connection with the business (if appropriate). | <input type="checkbox"/> |

Advertisement

- | | |
|---|-------------------------------------|
| I declare that I have served a copy of this application on West Yorkshire Police. | <input checked="" type="checkbox"/> |
| I declare that a public notice advertising this application has today been displayed upon the proposed premises where it may be conveniently read by the public and will remain thereon for a period of 21 days. A copy of the notice (SE6) and the standard declaration (SE7) is enclosed. | <input checked="" type="checkbox"/> |
| I declare that within seven days of the date of this application a public notice advertising this application will be publicised in the legal notices column of the local press. | <input checked="" type="checkbox"/> |
| A copy of the relevant press edition will be forwarded to Entertainment Licensing | <input checked="" type="checkbox"/> |
| I understand that if I do not comply with the above requirements my application will be rejected | <input checked="" type="checkbox"/> |

Leeds City Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Any person who, in connection with an application for a grant, renewal, variation or transfer of a sex establishment licence, makes a false statement which he knows to be false in any material respect of which he does not believe to be true is guilty of an offence and liable on summary conviction to a fine not exceeding £20,000

Section 6 - SIGNATURES

Signature of applicant or applicant's solicitor or other duly authorised agent. If signing on behalf of the applicant please state in what capacity.

Signature [REDACTED]

Date 14 / 05 / 2014
Date

Capacity [REDACTED]

Contact Name (where not previously given) and address for correspondence associated with this application

Kuit Steinart Levy LLP
3 St Mary's Parsonage

Post town **Manchester**

Post code **M3 2RB**

Telephone number (if any) **0161 838 7888**

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)

anthonylyons@kuits.com

Guidance Notes

1. Please return this completed application form to:

Entertainment Licensing
Civic Hall
LEEDS
LS1 1UR
2. Please make cheques and postal orders payable to Leeds City Council.
3. The fee for the grant of a new or renewal of sex establishment licence is **£4,314**. The fee for a variation is **£3,400**.
4. The applicant is responsible for serving a copy of this application on the **Licensing Officer, West Yorkshire Police, Millgarth Police Station, Millgarth Street, Leeds LS2 7HX**.
5. The licensing authority may forward copies of this application to the West Yorkshire Fire and Rescue Service who will assess the application and inspect the premises, if necessary, to provide observations in relation to the structure, safety and suitability of the building for the purpose intended.
6. Furthermore, details of this application will be forwarded to the local Ward Members.
7. Requirements for layout plan

The plan must show:
 1. The layout of the premises including, e.g. stage, bars, cloakroom, WCs, performance area, dressing rooms.
 2. The extent of the boundary of the premises outlined in red
 3. The extent of the public areas outlined in blue
 4. Uses of different areas in the premises, e.g. performance areas, reception, staff facilities.
 5. Structures or objects (including furniture) which may impact on the ability of individuals to use exits or escape routed without impediment.
 6. Location of points of access to and egress from the premises.
 7. Any parts used in common with other premises.

8. Position of CCTV cameras
9. Where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor.
10. The location of any steps, stairs, elevators or lifts.
11. The location of any public conveniences, including disabled WCs.
12. The location and type of any fire safety and other safety equipment.
13. The location of the kitchen (if applicable).
14. The location of emergency exits.

For further assistance or information please contact Entertainment Licensing on 0113 247 4095



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

Information On Individuals

Local Government (Miscellaneous Provisions) Act 1982 As Amended

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PERSONAL DETAILS

1. Name: [REDACTED]

2. Former name (if any):

3. Position in relation to applicant (i.e. director, partner, manager): **DIRECTOR**

4. Date of Birth: [REDACTED] 5. Gender: [REDACTED]

5. Permanent address: [REDACTED]

6. If resident at this address for less than 3 years, state previous address:

7. Have you been resident in the UK for longer than 6 months? Yes No

8. Have you ever been disqualified from holding a sex establishment licence? Yes No
Please give details

9. Have you ever been involved in the management of a business, whether as a proprietor, director, company secretary, partner, manager, supervisor or otherwise which has had any of the following types of licence refused, refused on renewal reviewed or revoked?

a. Sex establishment licence Yes No

b. Licence for the supply of alcohol Yes No

c. Licence for the provision of entertainment, whether sexual or otherwise Yes No

d. Personal Licence under the Licensing Act 2003 Yes No

Please give details:

<p>10. Have you ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere?</p> <p>If so, provide details of the date, convicting court, offence and penalty imposed.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>11. To your knowledge, are you currently the subject of any criminal investigate?</p> <p>If so please give details</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>12. Have you ever had civil legal action taken against you?</p> <p>If so please give details</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>13. Have you ever been declared bankrupt or entered into an arrangement with creditors or an Individual Voluntary Arrangement?</p> <p>If so please give details</p>	
<p>14. Have you ever been disqualified from acting as a company director?</p> <p>If so please give details</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>15. Is there any other information which you believe the licensing authority would reasonably expect notice of, or you would like to licensing authority to take into account when considering information you supplied?</p> <p>If so please give details</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>16. Is there any information in this form which you do not wish to be seen by members of the public?</p> <p>If so state which information and the reasons why you do not wish it to be seen.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>

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SIGNATURES

Signature [Redacted]

Date 24 - 4 - 2014

Contact phone number [Redacted] ... Contact email [Redacted]



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

Information On Individuals

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PERSONAL DETAILS

1. Name: [REDACTED]

2. Former name (if any):

3. Position in relation to applicant (i.e. director, partner, manager): **DPS MANAGER**

4. Date of Birth: [REDACTED] 5. Gender: [REDACTED]

5. Permanent address: [REDACTED]

6. If resident at this address for less than 3 years, state previous address:
[REDACTED]

7. Have you been resident in the UK for longer than 6 months? Yes No

8. Have you ever been disqualified from holding a sex establishment licence? Yes No

Please give details

9. Have you ever been involved in the management of a business, whether as a proprietor, director, company secretary, partner, manager, supervisor or otherwise which has had any of the following types of licence refused, refused on renewal reviewed or revoked?

a. Sex establishment licence Yes No

b. Licence for the supply of alcohol Yes No

c. Licence for the provision of entertainment, whether sexual or otherwise Yes No

d. Personal Licence under the Licensing Act 2003 Yes No

Please give details:

<p>10. Have you ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere? If so, provide details of the date, convicting court, offence and penalty imposed.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>11. To your knowledge, are you currently the subject of any criminal investigate? If so please give details</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>12. Have you ever had civil legal action taken against you? If so please give details</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>13. Have you ever been declared bankrupt or entered into an arrangement with creditors or an Individual Voluntary Arrangement? If so please give details</p>	
<p>14. Have you ever been disqualified from acting as a company director? If so please give details</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
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<p>16. Is there any information in this form which you do not wish to be seen by members of the public? If so state which information and the reasons why you do not wish it to be seen.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>

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SIGNATURES

Signature [REDACTED]

Date 22/4/14

Contact phone number .. [REDACTED] Contact email [REDACTED]



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

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PERSONAL DETAILS

1. Name: [REDACTED]

2. Former name (if any): **NONE**

3. Position in relation to applicant (i.e. director, partner, manager):

4. Date of Birth: [REDACTED] 5. Gender: [REDACTED]

5. Permanent address: [REDACTED]

6. If resident at this address for less than 3 years, state previous address:
[REDACTED]

7. Have you been resident in the UK for longer than 6 months? Yes No

8. Have you ever been disqualified from holding a sex establishment licence? Yes No
Please give details

9. Have you ever been involved in the management of a business, whether as a proprietor, director, company secretary, partner, manager, supervisor or otherwise which has had any of the following types of licence refused, refused on renewal reviewed or revoked?

a. Sex establishment licence Yes No

b. Licence for the supply of alcohol Yes No

c. Licence for the provision of entertainment, whether sexual or otherwise Yes No

d. Personal Licence under the Licensing Act 2003 Yes No


Please give details:

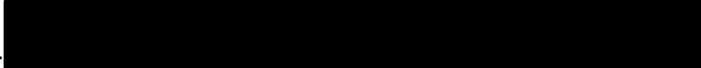
10. Have you ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere? If so, provide details of the date, convicting court, offence and penalty imposed.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
11. To your knowledge, are you currently the subject of any criminal investigate? If so please give details	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
12. Have you ever had civil legal action taken against you? If so please give details	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
13. Have you ever been declared bankrupt or entered into an arrangement with creditors or an Individual Voluntary Arrangement? If so please give details	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
14. Have you ever been disqualified from acting as a company director? If so please give details	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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SIGNATURES

Signature 

Date 

Contact phone number  ... Contact email 

Sex Establishment Licence

Licence Number: **SX/SEV/00012/13/01**

Sexual Entertainment Venue

Licence Issued on: **5th December 2013**

Effective from: **1st October 2013**

Licence Expires on: **30th June 2014**

Issued under Part 2, Sch 3 of the Local Government (Miscellaneous Provisions) Act 1982

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

This licence authorises the following premises:

Silks, 2 Sovereign Place, Leeds, LS1 4SP

To provide relevant entertainment as defined in Schedule 3, Section 2A of the Local Government (Miscellaneous Provisions) Act 1982 during the following hours:

Friday & Saturday	22:00 - 05:00
Sunday to Thursday	22:00 - 04:00

This licence is issued to:

Red Carpet Leisure (Leeds) Limited, 199 Roundhay Road, Leeds, LS8 5AN

The activities authorised by this licence must be carried out in accordance with the conditions attached to it.

Leeds City Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Licence issued under the authority of Leeds City Council:



Mr Matthew Nelson
Licensing Officer
Entertainment Licensing
Licensing and Registration

Licence produced on 05/12/2013

Sex Establishment Licence

Terms and conditions attached to a licence



These are the terms and conditions that are attached to the following Sexual Entertainment Venue licence.

Licence number:	SX/SEV/00012/13/01
Issued Date:	5th December 2013
Expiry Date:	30th June 2014
Premises:	Silks, 2 Sovereign Place, Leeds, LS1 4SP

1. Unless stated otherwise, the licence hereby granted will operate for one year from the date on the licence, after which it will cease to be in effect unless an application for renewal is submitted in the manner prescribed by the council.
2. The licence may be revoked by the council if at any time the holder is convicted of an offence of using the licensed premises, or other premises for which a similar licence has been granted, other than in accordance with the terms, conditions or restrictions of the licence or is convicted of any offence under any enactment defined in paragraph 1 of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 as amended.
3. The licensee will provide (subject to the satisfaction of both the police and the licensing authority), a code of practice for entertainers and code of conduct for customers, and these must be made available upon request to both the police and authorised officers.
4. All rules (code of practice for entertainers, code of conduct for customers, dispersal policies etc) to be prominently displayed on the premises.
5. Price lists will be clearly displayed at each table and at each entrance to the premises.
6. All rules and price lists as described in conditions 4 and 5 must be printed in a manner which is clear and easy to read during the normal operation of the premises.
7. Suitable and sufficient training is to be provided to all staff including the responsible person as described in condition 27. The training of all staff is to be recorded and the training record must be made available upon request to both the police and authorised officers.
8. The name of the premises must be approved by the council in writing. Any change to the name of the premises must be approved by the council in writing.
9. The licence, or a clear copy, will be prominently displayed at all times so as to be readily and easily seen by all persons using the premises, the police, the fire authority and authorised officers of the council. A copy of the conditions attached to the licence will be

kept on the premises and be available for inspection by an authorised officer of the council, or the police or fire authority.

10. The premises will only be open to the public during the following hours:

Sunday to Thursday	22:00 - 04:00
Friday & Saturday	22:00 - 05:00
11. Entertainers will only perform on the stage area, or in booths/areas for VIPs as identified on the plan attached to the licence.
12. Relevant entertainment will only be performed by the entertainer. There must be no audience participation.
13. There must be no physical contact between entertainers.
14. Customers will not touch the breasts or genital area of entertainers. Entertainers will not directly or indirectly touch the breasts or genital area of customers.
15. Sex toys must not be used and penetration of the genital area by any means must not take place.
16. Any performance will be restricted to dancing and the removal of clothes. There will not be any other form of sexual activity or stimulation which, for the avoidance of doubt, includes kissing.
17. Customers will not be permitted to throw money at the entertainers.
18. There will be a notice displayed inside each entrance or doorway to the premises, clearly visible on entering the premises, which states the following:

Strictly No Admittance to Persons Under 18 Years of Age
These premises operate a Challenge 25 policy.
Persons under the age of 25 will be required to show proof of age.
19. The external appearance of the premises must be approved by the council in writing.
20. Any change to the external appearance must be approved by the council. The operator must advise of any change in writing including a drawing of the existing and proposed street elevation. This must be approved by the council before work is undertaken.
21. Access to the licensed area of the premises should be through a lobby area which is constructed in such a way that the inside of the licensed premises where relevant entertainment takes place is not visible to passing members of the public when the doors of the premises are opened.
22. Signage will only be illuminated between 10pm and 6am, and movable signs placed outside the premises will be removed between 6am and 10pm.
23. Any written, visual or auditory advertisement material, posters, signage or window display must not be of a sexually explicit or suggestive nature, will not contain images or text of a

sexually explicit, obscene or offensive nature and must be approved by the council in writing.

24. Leafleting/distribution of flyers will only be permitted in such a way where it does not cause public offence. This is regulated by the paid permit system authorising distribution of free printed material issued by Leeds City Council. The licensee will remove any leaflets from the Highways within a 100 metre radius of the distribution point by 6am in addition to the area surrounding the premises. The licensee will have a flyer distribution policy to be approved by the Council.
25. No access will be permitted through the premises to any other adjoining or adjacent premises except in the case of an emergency.
26. No alterations (including temporary alterations) will be made to the structure and installations on the premises, without the prior written consent of the council. This condition will not require notice to be given in respect of routine maintenance works. Where there is any doubt the licensee should seek advice from the council.
27. The licensee, or a responsible person nominated by him/her in writing for the purpose of managing the venue ("the manager") will have personal responsibility for and be present on the premises whilst relevant entertainment is being performed. Any such nomination will be produced on demand to an authorised officer of the council or the police.
28. The licensee will ensure that any person nominated by him/her under the above:
 - a) has been provided with a copy of the conditions relating to the premises and is fully conversant with them; and
 - b) is in possession of a written nomination referred to above at all times when they are in charge of and present on the premises.
29. The name of the person responsible for the management of the premises, whether the licensee or manager, will be displayed in a conspicuous position within the premises throughout the period during which he/she is responsible for the conduct of the premises.
30. Where the licensee is a body corporate, or an incorporated body, any change of director, company secretary or other person responsible for the management of the body will be notified in writing to the council within 14 days of such a change. Such details as the council may require in respect of the change in personnel will be furnished within 14 days of a request in writing from the council.
31. Where the licensee, director, company secretary, or responsible person nominated for the purpose of managing the venue ('the manager'), is convicted of an offence, they must, as soon as practicable after the conviction, inform the council of the conviction giving details of the nature and date of the conviction, and any sentence imposed.
32. The licensee will retain control over all parts of the premises and will not let, licence or part with possession of any part of the premises. The council must be notified immediately in the event that any part of the premises is affected by the termination of a lease or other event affecting the licensee's control of the premises.

33. The licensee will ensure that the public is not admitted to any part or parts of the premises that has not been approved by the council.
34. No persons under the age of 18 will be admitted to the premises.
35. The licensee will operate a Challenge 25 age verification policy. People under the age of 25 will be required to show proof of ID. A notice to this effect, in accordance with condition 18 will be displayed on the premises.
36. The licence holder will not employ any person under the age of 18 in any capacity.
37. A suitable CCTV system will be operational on the premises at all times when licensed activities are being carried out. The system will cover all public areas including booths and corridors but not including staff changing rooms or toilets. The system will conform to West Yorkshire Police guidelines (as attached to the licence) in respect of business related CCTV equipment. It will be adequately maintained and be capable of transporting recorded material onto removable media.
38. The siting of the CCTV system will be agreed with West Yorkshire Police prior to installation and will comply with that agreement at all times. Changes to the siting and standard of CCTV systems may only be made with the written consent of West Yorkshire Police.
39. CCTV security footage will be made secure and retained for a minimum period of 31 days time to the satisfaction of West Yorkshire Police. CCTV footage will be supplied to the police and authorised officers of the Council on request.
40. At all times that the premises are open to the public there will be a member of staff on duty who is conversant with operating the CCTV system and who is able to download immediately any footage requested by the police or an officer from the licensing authority or authorised agent.
41. Suitable numbers of Security Industry Authority registered door staff (numbers to be subject to police and licensing authority approval) will be present on the premises during the performance of relevant entertainment.
42. Entertainers will be aged no less than 18 years.
43. All premises that provide relevant entertainment will be expected to provide new entertainers with a pack of information. This pack will include a copy of the Sex Establishment Licence, including the conditions applied by the Licensing Committee, and the following:
 - a) Details of any other conditions applied by management of the premises
 - b) Details of how to report crime to the relevant authority
 - c) Details of insurance (public liability/personal)
 - d) Details of unions, trade organisations or other bodies that represent the interests of dancers/entertainers
 - e) A copy of the code of practice for entertainers
 - f) A copy of the code of conduct for customers
 - g) Fining policy

h) Pricing policy

44. The information provided in the pack will be provided in the dressing rooms.
45. All booths/areas for VIPs used for private dances must be visible to supervision and must not have closing doors or curtains that prevent performances from being observed.
46. All booths/areas for VIPs used for private dances must be directly supervised by either a SIA registered door supervisor, or a member of staff who has direct contact with SIA registered door supervisors working on the premises at all times the booths/areas are in use. Direct supervision does not include remote supervision by CCTV.
47. Entertainers will only be present in the licensed area in a state of nudity when they are performing on stage or providing a private dance.
48. Any person on the premises who can be observed from outside the premises will be properly and decently dressed.
49. The licensee will ensure entertainers have secure dressing rooms, facilities to secure valuables and proper sanitation facilities available to them.
50. The management will maintain a register which details any fines imposed on entertainers which will include the date, type of misdemeanor and amount fined.
51. Vehicles must not be used for personal solicitation, touting or advertising and only licensed hackney carriage and private hire vehicles may be used to transport customers to and from the premises.
52. The council may, at the time of grant or renewal of the licence, waive, modify or vary these conditions or impose additional conditions as appropriate.
53. The licensee may apply to the council to vary any of the terms of the licence.
54. Applications to vary conditions of the licence must be advertised by the licensee in the same manner as the application for the issue, renewal or transfer of the licence.
55. Panic alarms are to be fitted to all booths and VIP performance areas.