



35071001

PREM1

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

Application for a premises licence to be granted 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 HQ Leisure Limited (insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
The Bunker			
Unit D			
6-9 Grand Arcade			
Grand Arcade Yard			
Post town	Leeds	Post code	LS1 6PG

Telephone number of premises (if any)

None

Non domestic rateable value of premises

£Not yet rated

ENTERTAINMENT LICENSING

25 JUL 2014

RECEIVED

Part 2 – Applicant Details

Please state whether you are applying for a premises licence as:

Please tick as appropriate

- a) an individual or individuals* please complete section (A)
- b) a person other than an individual*
- i. as a limited company please complete section (B)
- ii. as a partnership please complete section (B)
- iii. as an unincorporated association or please complete section (B)
- iv. other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)

- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

*If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
 - statutory function or
 - a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr

Mrs

Miss

Ms

Other title (for example, Rev)

Surname

First names

Please tick yes

I am 18 years old or over

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)

Mr Mrs Miss Ms Other title (for example, Rev)

Surname First names

I am 18 years old or over Please tick yes

Current postal address if different from premises address

Post Town Postcode

Daytime contact telephone number

Email address (optional)

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name	HQ Leisure Limited
Address	Works of Iron 36 Whitehouse Street Leeds LS10 1AD
Registered number (where applicable)	08290832
Description of applicant (for example, partnership, company, unincorporated association etc.)	Limited Company
Telephone number (if any)	
E-mail address (optional)	

Part 3 Operating Schedule

When do you want the premises licence to start?

Day		Month		Year			
0	1	0	9	2	0	1	4

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day		Month		Year			

Please give a general description of the premises (please read guidance note 1)

1. Basement Bar at Unit D, 6-9 Grand Arcade, Leeds LS1 6PG shown edged red on the plan accompanying this application with access from Grand Arcade Yard.
2. External Courtyard Area in Grand Arcade Yard shown edged in red on the plan accompanying this application.
3. Retail sales of alcohol will be made only to customers for consumption within the interior of the premises and in the external courtyard of the premises.
4. Retail sales of alcohol will only be made at the bar counter situated in the interior of the premises.
5. There shall be no provision of regulated entertainment in the external courtyard of the premises.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

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What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Please tick yes

Provision of regulated entertainment

- a) plays (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) performance 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 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon				Both	<input type="checkbox"/>
Tue				Please give further details here (please read guidance note 3)	
Wed				State any seasonal variations for performing play (please read guidance note 4)	
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 5)	
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of a films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon				Both	<input type="checkbox"/>
Tue				Please give further details here (please read guidance note 3)	
Wed				State any seasonal variations for the exhibition of films (please read guidance note 4)	
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 5)	
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 4)
Tue			
Wed			
Thur			
Fri			
Sat			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 5)
Sun			

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Both	<input type="checkbox"/>	Please give further details here (please read guidance note 3)
Tue					
Wed			State any seasonal variations for the boxing or wrestling entertainment (please read guidance note 4)		
Thur			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 5)		
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 4)		
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 5)		
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	X
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	1600	0730	Please give further details here (please read guidance note 3) 1. Background Music 2. Occasional Music to dance to		
Tue	1600	0730			
Wed	1600	0730	State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur	1600	0730			
Fri	1600	0730	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 5) See Part 2 of attached Operating Schedule		
Sat	1600	0730			
Sun	1600	0730			

G

Performance of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) Occasional dancing to recorded music		
Mon	1600	0730			
Tue	1600	0730	State any seasonal variations for the performance of dance (please read guidance note 4) See Part 2 of attached Operating Schedule		
Wed	1600	0730			
Thur	1600	0730	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 5) See Part 2 of attached Operating Schedule		
Fri	1600	0730			
Sat	1600	0730	See Part 2 of attached Operating Schedule		
Sun	1600	0730			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Will the entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	1600	0730			
Tue	1600	0730	State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4) See Part 2 of attached Operating Schedule		
Wed	1600	0730			
Thur	1600	0730	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 5) See Part 2 of attached Operating Schedule		
Fri	1600	0730			
Sat	1600	0730	See Part 2 of attached Operating Schedule		
Sun	1600	0730			

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Wed					
Thur			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 5)		
Fri					
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption on or off the premises or both – please tick (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4) See Part 2 of attached Operating Schedule		
Mon	1600	0730			
Tue	1600	0730	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 5) See Part 2 of attached Operating Schedule		
Wed	1600	0730			
Thur	1600	0730			
Fri	1600	0730			
Sat	1600	0730			
Sun	1600	0730			

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name Eugene Osakwe

Address 45 Western Grove
Wortley
Leeds

Postcode LS12 4ST

Personal licence number (if known) LEEDS/PERL/06618/12

Issuing licensing authority (if known) Leeds City Council

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 8)

Not applicable

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4) See Part 2 of attached Operating Schedule
Day	Start	Finish	
Mon	1600	0800	
Tue	1600	0800	
Wed	1600	0800	
Thur	1600	0800	
Fri	1600	0800	
Sat	1600	0800	
Sun	1600	0800	

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 5)

See Part 2 of attached Operating Schedule

M

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d, e) (please read guidance note 9)

Please see Parts 1 and 3 of the attached Operating Schedule for details of the mandatory conditions and the conditions which are consistent with the promotion of the four licensing objectives

b) The prevention of crime and disorder

Please see (a) above

c) Public safety

Please see (a) above

d) The prevention of public nuisance

Please see (a) above

e) The protection of children from harm

Please see (a) above

Checklist

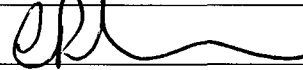
Please tick to indicate agreement

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable
- I understand that I must now advertise my application
- 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 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant’s solicitor or other duly authorised agent. (See guidance note 11). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	24. July 2014
Capacity	Solicitor

For joint applications signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent. (please read guidance note 12). **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 19)

Chris Connor
Norton Connor, Solicitors
145-147 Town Street
Horsforth

Post town Leeds

Post code LS18 5BL

Telephone number (if any) 0113 239 0088

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)
chrisconnor@nortonconnor.co.uk

**PREMISES LICENCE OPERATING SCHEDULE FOR
THE BUNKER, UNIT D, 6-9 GRAND ARCADE, GRAND ARCADE YARD, LEEDS
LS1 6PG**

Part 1 – Mandatory Conditions

1. Only individuals licensed by the Security Industry Authority may be used at the premises to guard against:
 - a. unauthorised access or occupation (eg through door supervision), or
 - b. outbreaks of disorder, or
 - c. damage
2. No supply of alcohol may be made under this licence
 - a. At a time when there is no designated premises supervisor in respect of the premises licence, or
 - b. At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended
3. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
4. The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a matter which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children:

- a. games or activities which require or encourage, or are designed to require or encourage, individuals to:
 - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - ii. drink as much alcohol as possible (whether within a time limit or otherwise);
- b. provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

- c. provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;
 - d. provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on:
 - i. the outcome of a race, competition or other event or process, or
 - ii. the likelihood of anything occurring or not occurring;
 - e. selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner
5. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
6. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
7. The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

8. The responsible person shall ensure that:
- a. where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:
 - i. beer or cider: ½ pint; and
 - ii. gin, rum, vodka or whisky: 25ml or 35ml; and
 - iii. still wine in a glass: 125ml; and
 - b. customers are made aware of the availability of these measures

Part 2 – Conditions consistent with the Operating Schedule

Additional details in respect of licensable activities authorised by the Premises Licence

Performance of recorded music

Location of activity: Indoors

Performance of dance

Location of activity: Indoors

Entertainment similar to recorded music or dance

Location of activity: Indoors

Retail Sale of alcohol

Location of activity: Indoors for consumption indoors and in external courtyard

All activities

Non standard timings: From the end of permitted hours on New Year’s Eve, to the start of permitted hours on New Year’s Day

At the start of British Summertime, the terminal hour for all licensable activities shall be extended by one hour

Seasonal variations to opening hours: From the end of permitted hours on New Year’s Eve, to the start of permitted hours on New Year’s Day

At the start of British Summertime, the terminal hour for all licensable activities shall be extended by one hour.

Part 3 – Conditions consistent with the operating schedule relating to the licensing objectives

The prevention of crime and disorder

9. A suitable Closed-Circuit Television (CCTV) system will be operational at the premises at all times when licensable activities are being carried out and at any other times where members of the public are present on the premises.
10. The CCTV system will cover all areas of the premises occupied by the public under the terms of the licence, including corridors and stairways (excluding WCs and changing rooms).

11. The CCTV system will cover the main entrance(s) and exit(s) and designated emergency egress routes from the premises. ✓
12. The CCTV system will cover all external areas of the premises occupied by the public ie queuing areas, beer gardens, smoking areas and car parks. ✓
13. The location of CCTV cameras are identified on the site plan of the premises. No amendments to the locations of the cameras will be made without prior consultation with West Yorkshire Police/British Transport Police and the Licensing Authority. 7 ✓
14. The CCTV system will be of a satisfactory resolution quality which will enable the identification of persons and activities, and other fine details. ✓
15. The CCTV system will contain the correct time and date stamp information. ✓
16. The CCTV footage will be controlled and kept in a secure environment to prevent tampering or unauthorised viewing. A record will be kept of who has accessed the system, the reason why and when. ✓
17. The CCTV system will be capable of securing relevant pictures for review or export at a later date. ✓
18. The CCTV system will be adequately maintained and be capable of transporting recorded material onto a removable media. ✓
19. The CCTV system replay software must allow an authorised officer of the Licensing Authority or Responsible Authority to search the picture footage effectively and see all the information contained in the picture footage. ✓
20. It must be possible to replay exported files immediately eg no re-indexing of files or verification checks. ✓
21. A designated member/members of staff at the premises will be authorised to access the CCTV footage and be conversant with operating the CCTV system. At the request of an authorised officer of the Licensing Authority or a Responsible Authority (under the Licensing Act 2003) any CCTV footage, as requested, will be downloaded immediately or secured to prevent any overwriting. The CCTV footage material will be supplied, on request, to an authorised officer of the Licensing Authority or a Responsible Authority. ✓
22. 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. ✓
23. CCTV security footage will be made secure and retained for a minimum period of 31 days time to the satisfaction of WYP. ✓
24. A Supervisor's Register will be maintained at the premises, showing the names, addresses and up-to-date contact details for the DPS and all personal licence holders. ✓

25. The Supervisor's Register will state the name of the person who is in overall charge of the premises at each time that licensed activities are carried out, and this information will be retained for a period of twelve months and produced for inspection on request to an authorised officer.
26. The Premises Licence Holder (PLH)/Designated Premises Supervisor (DPS) will ensure that a 'Daily Record Register' is maintained on the premises by the door staff.
27. The Daily Record Register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty and finished duty (verified by the individual's signature).
28. The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry.
29. Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.
30. The PLH/DPS will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti-social behaviour, admissions refusals and ejections from the premises.
31. The Incident Report Register will contain consecutively numbered pages, the date time and location of the incident, details of the nature of the incident, the names and registration numbers of any door staff involved or to whom the incident was reported, the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported, the names and numbers of any police officers attending, the police incident and/or crime number, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.
32. The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.
33. A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.
34. The PLH/DPS will inform West Yorkshire Police as soon as practicable of any search resulting in a seizure of drugs or offensive weapons.
35. A suitable purpose-made receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police or British Transport Police.
36. Notices will be prominently displayed at the entrances of the premises which state:
 - A search may be conducted as a condition of entry to premises;
 - Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register;

- Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent, or appears to be under the influence of drugs;
 - Entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use of distribution of illegal substances
37. There will be a communication link via radio to other venues in the city centre. This will be the system recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police.
38. Such communication link will be kept in working order at all times when licensable activities are taking place.
39. The communication link will be available to the Designated Premises Supervisor or other nominated supervisor and be monitored by that person at all times that licensed activities are being carried out.
40. Any police instructions or directions given via the link will be complied with whenever given.
41. All incidents of crime or disorder will be reported via the link to an agreed police contact point.
42. Price lists will be clearly displayed at each entrance to the premises.
43. The PLH/DPS staff will ask for acceptable evidence (as agreed by WYP/WYTSS) from any person appearing to be under the age of 25 who attempts to purchase alcohol at the premises.
44. The PLH/DPS staff will ask for proof of age from any person appearing to be under the age of 25 who attempts to purchase alcohol at the premises.

Public safety

45. Glass and Bottles

Only plastic glasses and plastic bottles shall be used in the external courtyard for the consumption of alcohol purchased at the bar counter inside the premises.

Drinks, open bottles and glasses will not be taken from the premises at any time. Empty bottles and glasses will be collected regularly and promptly. Glass and other sharp objects will be stored and disposed of safely using suitable receptacles. Receptacles will be secured and not accessible to the customers.

46. The PLH/DPS will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.

47. The PLH/DPS will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises. The policy will be agreed with WYP. The PLH/DPS will ensure that staff receive training on the policy.
48. Before opening to the public, checks will be undertaken to ensure all access to the premises are clear for emergency vehicles. Regular checks will be undertaken when the premises are open.
49. Written records of all accidents and safety incidents involving members of the public will be kept. These will be made available at the request of an authorised officer.
50. Empty bottles and glasses will be collected regularly paying particular attention to balcony areas, raised levels, mezzanine floors and external courtyards forming part of the premises.
51. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.
52. A suitably trained First Aider or appointed person will be provided at all times when the premises are open.
53. Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.
54. A procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.
55. No strobes, lasers, smoke machines or other special effects shall be used at the premises unless a written health and safety policy covering all aspects of the safe use thereof has been first provided and staff will be appropriately trained.
56. No strobes, lasers or smoke machines will be used at the premises unless there is a clearly displayed warning at the entrance to the premises that such equipment is in use.
57. A suitably trained and competent person must ensure regular safety checks of the premises including decorative and functional fixtures, floor surfaces and equipment (including electrical appliances) to which the public may come into contact are undertaken. Records of these safety checks must be kept and made available for inspection by an authorised officer.
58. Electrical installations will be inspected on a periodic basis (at least every three years or at a frequency specified in writing) by a suitably qualified and competent person. If used, any temporary electrical wiring and distributions will also be inspected. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.
59. Regular safety checks of guarding to stairs, balconies, landings and ramps will be undertaken, and a supervision policy will be maintained to prevent people from inappropriate behaviour including climbing which may lead to a fall from height.

60. Safety glass that is impact resistant should be used wherever possible in all areas where the public may come into contact with it. Where it is not used in public areas, glazing should be shielded to protect it from impact.
61. Members of the public will be prevented from accessing hot food and drink preparation areas to prevent the risk of scalds and burns to them.

The prevention of public nuisance

62. Licensable activities will be conducted and the facilities for licensed activities will be designed and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties.
63. Noise from a licensable activity at the premises will be inaudible at the nearest noise sensitive premises.
64. There will be no external loudspeakers.
65. The activities of persons using the external areas will be monitored after 2300 hours and they will be reminded to have regard to the needs of local residents and to refrain from shouting and anti-social behaviour etc when necessary.
66. The PLH/DPS will adopt a 'cooling down' period where music volume is reduced towards the closing time of the premises.
67. The PLH/DPS will ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter.
68. Where management deem it necessary SIA registered door staff will be employed and used where queues are likely to form to manage the queues and ensure queues are restricted to cordoned areas to prevent them obstructing footpaths and spilling out onto roads, and to keep noise and obstructions away from residential property.
69. The DPS and any door supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.
70. A facility will be provided for customers to order Hackney taxis/private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent position on the premises.

Protection of children from harm

71. People under 18 (including staff) will not be admitted to the premises at any time.

Part 4 – Plans

The plans for the premises are as those submitted with the application, a copy of which is held by Leeds City Council Licensing Authority.