

Premises Licence

Appendix B

Part A Schedule 12 Licensing Act 2003

Part 1 – Premises Details

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

Wykebeck Arms, Selby Road, Leeds, LS9 0EW

Telephone number: 0113 248 6757

Licensable activities authorised by this licence

Sale by retail of alcohol, Provision of late night refreshment, Exhibition of a film, Indoor sporting events, Performance of live music, Performance of recorded music, Performance of dance, Entertainment similar to live music, recorded music or dance,

Times the licence authorises the carrying out of licensable activities

Sale by retail of alcohol

Friday & Saturday	10:00 - 00:00
Sunday to Thursday	11:00 - 23:00

Provision of late night refreshment

Friday & Saturday	23:00 - 00:00
-------------------	---------------

Location of activity: Indoors

Further details: The sale of alcohol will not be required to be ancillary to the sale of food at any time during opening hours

Exhibition of a film

Friday & Saturday	10:00 - 00:00
Sunday to Thursday	11:00 - 23:00

Location of activity: Indoors

Further details: Video entertainment on TV screens and amusement machines

Indoor sporting events

Friday & Saturday	10:00 - 00:00
Sunday to Thursday	11:00 - 23:00

Location of activity: Indoors

Further details: Exhibition of indoor sports and pub games such as exhibitions & finals that may attract an audience (ie darts final etc)

Performance of live music

Friday & Saturday 10:00 - 00:00
Sunday to Thursday 11:00 - 23:00

Location of activity: Both indoors and outdoors

Further details: Acoustic and amplified voice

Performance of recorded music

Friday & Saturday 10:00 - 00:00
Sunday to Thursday 11:00 - 23:00

Location of activity: Both indoors and outdoors

Further details: Recorded music, including jukebox and karaoke, and including audience participation

Performance of dance

Friday & Saturday 10:00 - 00:00
Sunday to Thursday 11:00 - 23:00

Location of activity: Indoors

Description of activity: Performance of dance to amplified & acoustic music

Entertainment similar to live music, recorded music or dance

Friday & Saturday 10:00 - 00:00
Sunday to Thursday 11:00 - 23:00

Location of activity: Indoors

Further details: Compeers for quiz and similar events comedians and similar performances in any case using voice amplification

Opening hours of the premises

Friday & Saturday 10:00 - 00:00
Sunday to Thursday 11:00 - 23:00

Alcohol is sold for consumption on and off the premises

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Mr Dean Richard Walker
Wykebeck Arms
Selby Road
Leeds
LS9 0EW

Premises Licence Holder Telephone Number: 0113 248 3475

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Mr Dean Richard Walker
Wykebeck Arms
Selby Road
Osmondthorpe
Leeds
LS9 0EW

Licensed Premises Telephone Number: 0113 2483475

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Personal licence number: LEEDS/PERL/00751/05 Licensing authority: Leeds City Council

Licence issued under the authority of Leeds City Council



Mrs Emma White
Licensing Officer
Entertainment Licensing
Licensing and Registration

Annex 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 (e.g. 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 admission of children under the age of 18 to film exhibitions permitted under the terms of this licence shall be restricted in accordance with any recommendations made
 - a. By the British Board of Film Classification (BBFC,) Where the film has been classified by the Board, or
 - b. By the Licensing Authority where no classification certificate has been granted by the BBFC, or,
 - c. where the licensing authority has notified the licence holder that section 20 (3) (b) (74 (3) (b) for clubs) of the Licensing Act 2003 applies to the film.
5. The responsible person must 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 -

- a. games or other 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 other public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
- 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 in a manner which carries a significant risk of undermining a licensing objective;
- d. 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 glamorize anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

- e. dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
6. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
7. The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

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 either -

- a. a holographic mark, or
 - b. an ultraviolet feature.
8. The responsible person must 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;
 - ii. gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - iii. still wine in a glass: 125 ml;
 - b. these measures are displayed in a menu; price list or other printed material which is available to customers on the premises; and
 - c. where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.
9. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

For the purposes of the condition set out in paragraph 1 of this condition -

- a. "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
- b. "permitted price" is the price found by applying the formula $P = D + (D \times V)$ where -
 - i. P is the permitted price,
 - ii. D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - iii. V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- c. "relevant person" means, in relation to premises in respect of which there is in force a premises licence -
 - i. the holder of the premises licence,
 - ii. the designated premises supervisor (if any) in respect of such a licence, or
 - iii. the personal licence holder who makes or authorises a supply of alcohol under such a licence;

- d. "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- e. "value added tax" mean value added tax charged in accordance with the Value Added Tax Act 1994.

Annex 2 – Conditions consistent with the operating schedule

The prevention of crime and disorder

- 10. 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 .
- 11. 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).
- 12. The CCTV system will cover the main entrance/s and exit/s and designated emergency egress routes from the premises.
- 13. The CCTV system will cover all external areas of the premises occupied by the public, i.e. queuing areas, beer gardens, smoking areas and car parks.
- 14. The CCTV system will be of a satisfactory resolution quality which will enable the identification of persons and activities, and other fine details such as vehicle registration number plates.
- 15. The CCTV system will contain the correct time and date stamp information.
- 16. The CCTV system will have sufficient storage retention capacity for a minimum of 31 days' continuous footage which will be of good quality.
- 17. 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.
- 18. 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.
- 19. The CCTV system will be adequately maintained and be capable of transporting recorded material onto a removable media.
- 20. The Supervisors 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.
- 21. The DPS will belong to a recognised trade body or Pub Watch Scheme where one exists, whose aims include the promotion of the licensing objectives. 80% of Pub Watch meetings to be attended.
- 22. The 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.

23. The minimum number of door supervisors for the premises is 2 every Friday and Saturday evening between 20:00hrs and 00:30hrs.
24. 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.
25. 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).
26. The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry.
27. Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.
28. 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.
29. 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.
30. The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.
31. A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.
32. The PLH/DPS will inform West Yorkshire Police as soon as practicably of any search resulting in a seizure of drugs or offensive weapons.
33. 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.
34. Notices will be prominently displayed at the entrances of the premises which state:
 - o A search will be conducted as a condition of entry to premises.
 - o Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register.
 - o 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.
 - o Entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances.
35. Provide receptacles for the disposal of glass and other sharp objects and ensure any receptacle situated in an area to which the public may gain or have access is secure.
36. Where there are reasonably held concerns about crime and or disorder at a venue, consult with police regarding initiatives or action plans aimed at addressing such issues.
37. All functions to be notified to WYP with at least 14 days notice.

38. The DPS will be on site and working for all functions taking place at the premises.

Public Safety

39. Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.
40. 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 is open
41. Written records of all accidents and safety incidents involving members of the public will be kept. These will be available at the request of an authorised officer.
42. 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, must be undertaken. Records of these safety must be kept and made available for inspection by an authorised officer
43. During opening hours the cellar door must kept locked or adequately supervised to prevent unauthorised access by the public
44. Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and asied levels.
45. Electrical installations will be inspected on a periodic basis (at least every 3 years or at a frequency specified in writing) by a suitably qualified and competent person. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.
46. If used, any temporary electrical wiring and distributions will be inspected by a suitably qualified and competent person before they are put into use. An Inspection record/certificate will be retained for inspection by an authorised officer.
47. Regular safety checks of guardings 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
48. Safety glass that is impact resistant or shielded to protect it from impact will be used in all areas where the public may come into contact with it.
49. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.
50. A suitably trained First Aider or appointed person will be provided at all times when the premises are open
51. 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.
52. One of the following protective measures shall be used for all socket-outlets which may be used for the connection for lighting, video or sound amplification equipment and display models:
- a) Each socket-outlet circuit will be protected by a residual current device having a rated residual operating current not exceeding 30mA, or
 - b) Each individual socket-outlet will be protected by an integral residual current device having a rated residual operating current not exceeding 30mA.

The current operation of all residual current devices will be checked regularly by pressing the test button. If the device does not switch off the supply, an electrical contractor should be

consulted. At the same time action should be taken to prohibit the use of socket outlets associated with a faulty residual current device.

53. An appropriately qualified medical practitioner will be present throughout any sporting entertainment.
54. Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.

The prevention of public nuisance

55. Noise from a licensable activity at the premises will be inaudible at the nearest noise sensitive premises.
56. There will be no external loudspeakers.
57. The PLH/DPS will ensure patrons use beer gardens, external areas and play areas in a manner which does not cause disturbance to nearby residents and business in the vicinity. Patrons will not use such areas after 23:00.
58. Clear and legible notices will be displayed at exits, car parks and other circulatory areas requesting patrons to leave the premises quietly having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti-social behaviour.
59. 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.
60. No bottles shall be placed in the external receptacle after 23:00 hours to minimise noise disturbance to adjoining properties.

Protection of children from harm

61. People under 18 years of age will not be admitted without the permission of WYP and with prior notification 14 days in advance.
62. No 16th or 18th birthday parties/or under 18 functions.
63. 2 SIA registered door staff to be employed for all 21st birthday parties.

Annex 3 – Conditions attached after a hearing by the licensing authority

The prevention of crime and disorder

64. CCTV system to cover all internal and external drinking areas and the premises car park.

The prevention of public nuisance

65. There shall be no external loudspeakers.

Annex 4 – Plans

The plans for these premises are as those submitted with the application. A copy of which is held by Leeds City Council licensing authority.