

**Premises Licence****Appendix A****Part A Schedule 12 Licensing Act 2003****Part 1 – Premises Details**

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

Mustard Pot, 20 Stainbeck Lane, Meanwood, Leeds, LS7 3QY

Telephone number: 0113 269 6284

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,

Times the licence authorises the carrying out of licensable activities

Sale by retail of alcohol

Monday to Thursday	10:00 - 00:00
Friday & Saturday	10:00 - 01:00
Sunday	11:00 - 23:00

Provision of late night refreshment

Monday to Thursday	23:00 - 00:00
Friday & Saturday	23:00 - 01:00
Sunday	23:00 - 00:00

Location of activity: Indoors

Exhibition of a film

Monday to Thursday	10:00 - 00:00
Friday & Saturday	10:00 - 01:00
Sunday	11:00 - 00:00

Location of activity: Indoors

Indoor sporting events

Monday to Thursday	10:00 - 00:00
Friday & Saturday	10:00 - 01:00
Sunday	11:00 - 00:30

Location of activity: Indoors

Performance of live music

Monday to Thursday	10:00 - 00:00
Sunday	11:00 - 00:30
Friday & Saturday	10:00 - 01:00

Location of activity: Indoors

Further details: Live music and amplified voice as stated in BI.

#### Performance of recorded music

Monday to Thursday	10:00 - 00:00
Friday & Saturday	10:00 - 01:00
Sunday	11:00 - 00:30

Location of activity: Indoors

Further details: Recorded music, including juke box, with or without a DJ, during normal business hours or as part of functions and including audience participation as specified.

#### Performance of dance

Monday to Thursday	10:00 - 00:00
Friday & Saturday	10:00 - 01:00
Sunday	11:00 - 00:30

Location of activity: Indoors

#### Details relating to all activities

Non standard timings:

Licensable activities may be provided on Sundays preceding public or bank holidays until 01:30 the following mornings.

Licensable activities may be provided on New Year's Eve until 02:00 the following morning.

#### Opening hours of the premises

Monday to Thursday	10:00 - 00:30
Friday & Saturday	10:00 - 01:30
Sunday	11:00 - 01:00

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

Nicola Claire Storey

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

Nicola Claire Storey

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/03665/07

Licensing authority: Leeds City Council

Licence issued under the authority of Leeds City Council



Mrs Emma White  
Licensing Officer  
Entertainment Licensing  
Elections, 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.

Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

- (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

- 10. Late Night Refreshment is permitted 30 minutes after the last sale of alcohol

#### Embedded restrictions

- 11. The licensee shall maintain an Incident Report Register within which staff must record any incident which has occurred on the premises.
- 12. The Incident Report Register must be retained on the premises for a period of one year, taken from the date of the last entry, and include the following:
  - a) consecutively numbered pages;
  - b) the date and time of incident;
  - c) the nature of incident;
  - d) the full name/s of staff involved including the registration number of any door staff, and to whom the incident was reported, including the names and numbers of any police officers who attended the scene of the incident and details of any witness/es;
  - e) Any notes relative to the incident.
- 13. Incident Report Registers shall be produced for immediate inspection on request by any Official of the Licensing or Police Authority.

#### Annex 2 – Conditions consistent with the operating schedule

##### The prevention of crime and disorder

- 14. No customers apparently carrying open bottles upon entry shall be admitted to the premise at any times the premises are open to the public.
- 15. A CCTV system will be maintained at the premises with recording facilities. Any recordings will be retained for a period of 30 days and made available within a reasonable time upon request by the police.
- 16. Alcohol and other drinks may not be removed from the premises in open containers save for consumption in any external area provided for that purpose.



17. When permission is sought for the sale or supply of alcohol during non standard hours for any Bank Holiday period, an event of national interest or a televised sporting event of national interest, then the following will apply:
- (i) The Applicant must give West Yorkshire Police at least 10 clear working days written notice of any Bank Holiday period or any other event of national interest.
  - (ii) The non standard hours shall only apply to one hour before and one hour after a televised sporting event of national interest and a maximum of two additional hours in any one day to any other event of national interest.
  - (iii) The Applicant must have made no more than 12 such applications relating to either an event of national interest or televised sporting event of national interest in any one calendar year.
  - (iv) If after the 5th working day commencing the day after the request is received, West Yorkshire Police do not respond, then consent will be deemed granted.
  - (v) In relation to any request for non standard hours, West Yorkshire Police retain the right to suggest any reasonable variation in promoting the prevention of crime and disorder objective.
18. The premises will adopt the Check 21 proof of age scheme in accordance with guidance issued by West Yorkshire Police, or another approved proof of age scheme;
19. The premises will participate in a local Pubwatch scheme or licensing association (where one exists) that is recognised by West Yorkshire Police.
20. The CCTV system referred to at 1.1 above will be maintained in accordance with guidelines issued by West Yorkshire Police.
21. Sale of alcohol will not take place in the external licensed area after 22:00.
22. Sale of alcohol within the external licensed areas using an external bar will be restricted to 45 days per calendar year. A written record of the days will be kept on the premises and produced to an authorised officer on request.

#### The prevention of public nuisance

23. Ensure No noise nuisance is caused by noise or vibration emanating from the premises
24. Noise shall be inaudible at the nearest noise sensitive premises after 23:00 hours to minimise noise disturbance to adjoining properties.
25. No bottles shall be placed in the external receptacle after 23:00 hours to minimise noise disturbance to adjoining properties.
26. There shall be no external loud speakers.
27. Patrons shall not be allowed to use the beer garden or external play area from 23:00 hours until the start of permitted hours the following day on a Sunday to Thursday except for the purposes of smoking.
28. Patrons shall not be allowed to use the beer garden or external play area from 23:30 hours until the start of permitted hours the following day on a Friday and Saturday or where the Sunday precedes a public or bank holiday except for the purposes of smoking.
29. Clear and legible signs shall be displayed at exits and other circulatory areas requesting patrons to leave the premises 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. The activity of persons leaving the premises shall be monitored and they shall be reminded to leave quietly where necessary.

30. A facility shall be provided for customers to order taxis and telephone numbers for taxi firms shall be displayed in a prominent location. Where possible there shall be a liaison with a local taxi firm to ensure a ready supply of transport and thereby reduce disturbance. To prevent disturbance a waiting area within the premises shall be provided.
31. Prominent, clear and legible notices shall be displayed at exits requesting the public respect the needs of local residents and to leave the premises and area quietly.
32. Noise or vibration shall not emanate from the premises so as to cause a nuisance to nearby properties.

#### Protection of children from harm

33. Children under the age of 16 shall not be permitted to enter the premises after 22:00.

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

##### Public safety

34. 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.
35. 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.
36. 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 checks must be kept and made available for inspection by an authorised officer.
37. During opening hours the cellar door must be kept locked or adequately supervised to prevent unauthorised access by the public.
38. 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.
39. 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;
40. 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;
41. All floor surfaces will be suitably slip resistant, kept in good condition and free of obstructions to prevent slips, trips and falls;
42. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner;
43. A suitably trained First Aider or appointed person will be provided at all times when the premises are open;
44. 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;
45. Where strobes, lasers, smoke machines or any other special effects equipment may be used, a written health and safety policy covering all aspects of their use will be provided and staff will be appropriately trained;



46. No strobes, lasers, smoke machines or any other special effects 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.

#### 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.

Plan dated 27th April 2015, drawing number E0415/91641/0.1