
Premises Licence

Part A Schedule 12 Licensing Act 2003

Part 1 – Premises Details

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

Cafe@Lamberts Yard, Second Floor, 162 - 163 Briggate, Leeds, LS1 6LY

Licensable activities authorised by this licence

Sale by retail of alcohol, Provision of late night refreshment, Performance of recorded music, Performance of dance, Provision of facilities for anything similar to making music or dancing

Times the licence authorises the carrying out of licensable activities

Sale by retail of alcohol

Every Day 09:00 - 23:30

Provision of late night refreshment

Every Day 23:00 - 23:30

Location of activity: Indoors

Performance of recorded music

Every Day 09:00 - 23:30

Location of activity: Indoors

Performance of dance

Every Day 09:00 - 23:30

Location of activity: Indoors

Provision of facilities for anything similar to making music or dancing

Every Day 09:00 - 23:30

Location of activity:

Opening hours of the premises

Everyday 09:00 - 00:00

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

Lamberts Yard Limited
White Cloth Gallery
Aireside House
24 - 26 Aire Street
Leeds
LS1 4HT

Registered number of holder, for example company number, charity number (where applicable)

Registered business number: 08987129

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

Paul Nathan-Greary
4 High Street
Aldbrough
York
YO51 9ET

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: LN/19931-4667

Licensing authority: Council Of The Borough Of Harrogate

Licence issued under the authority of Leeds City Council



Mr Matthew Nelson
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 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).
5. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
 6. 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.

7. 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.

8. 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.

Annex 2 – Conditions consistent with the operating schedule

General – All four licensing objectives

9. Licensable activities taking place after 18:00 hours will only take place as a pre booked event.
10. All licensable activities taking place after 18:00 hours must be pre booked events and West Yorkshire Police given 7 days prior notice of each event.

The prevention of crime and disorder

11. A suitable 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.
12. The CCTV system will cover the main entrance/s and exits/s and designated emergency egress routes from the premises.
13. 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.
14. The CCTV system will contain the correct time and date stamp information.
15. The CCTV system will have sufficient storage retention capacity for a minimum of 31 days continuous footage which will be of a good quality.
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. 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.
18. Door staff will be present at the managements discretion, having conducted a risk assessment for each event.
19. A supervisors register will be maintained at the licensed premises, showing the names, addresses and up to date contact details for the DPS and all personal licence holders.
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 premises licence holder (PLH), designated premises supervisor (DPS), will ensure that a Daily Record Register is maintained on the premises by door staff.
22. 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).
23. The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry.
24. 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.
25. 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.
26. The incident report register will be produced for inspection immediately on the request of an authorised officer.
27. When an event takes place after 18:00 hours, door staff will be on duty at the premises on Friday and Saturday from 22:30 hours until close of business and Sundays before Bank Holidays from 22:30 hours until close of business.
28. There will be an agreed dispersal policy with West Yorkshire Police.

Public Safety

29. 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.
30. 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.
31. 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.
32. A suitable 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.
33. Adequate and appropriate first aid equipment and materials will be available on the premises at all times.
34. 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.
35. A written health and safety policy covering all aspects of the safe use of strobes, lasers, smoke machines or any other special effects, will be provided and staff will be appropriately trained.
36. 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.

37. Electrical installations will be inspected on a periodic basis (a least every 3 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.
38. 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 shall be protected by a residual current device having a rated residual operating current not exceeding 30mA; or
 - b) Each individual socket outlet shall 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 shall 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 residual current device.

39. 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.
40. A suitably trained first aider or appointed person will be provided at all times when the premises are open.
41. 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.

The prevention of public nuisance

42. Noise from a licensable activity at the premises will be inaudible at the nearest noise sensitive premises this being Regent Court, Leeds, LS1 6ND.
43. There will be no external loudspeakers.
44. Bottles not to be placed in any external receptacle after 23:00 hours and before 07:00 hours, to minimise noise disturbance to neighbouring properties.
45. Noise from plant or machinery will be inaudible at the nearest noise sensitive premises during the operation of the plant machinery. Plant and machinery will be regularly serviced and maintained to meet this level.
46. The activities of persons smoking in the external areas will be monitored after 23:00 hours and they will be reminded to have regard to the needs of local residents and refrain from shouting anti social behaviour etc when necessary.
47. The premises supervisor and any door supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.
48. There will be an arrangement with an approved mini cab operator to provide taxis from the premises to aid dispersal.
49. There will be prominently displayed number for the agreed private hire taxi company for customers who want to make their own arrangements.

50. Clear and legible notices shall be displayed at exits requesting patrons to leave the premises, having regards to the needs of local residents. The activity of persons leaving the premises shall be monitored and they shall be reminded to leave quietly where necessary.
51. A noise limiter to be fitted to the musical amplification in agreement and to the satisfaction of officers from Leeds City Council Environmental Protection Team. The operational panel shall then be secured and the system shall not be altered without prior agreement with the said Environmental Protection Team.

Protection of children from harm

52. The PLH/DPS staff, will ask for proof of age from any person appearing to be under the age of 21, who attempts to purchase alcohol at the premises.
53. The PLH/DPS staff, will ask for acceptable evidence (as agreed by WYP/WYTS) from any person appearing to be under the age of 21 who attempts to purchase alcohol at the premises.

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

General – All four licensing objectives

54. All licensable activities to cease at 23:30 with the premises to be closed by midnight.
55. That the licence would be conditioned such that no Temporary Event Notices will be applied for in relation to this Premises Licence.
56. That the licence will be conditioned to state that any admission to an event after 6pm will only be to those on a prescribed guest list or by ticket and that there will be no admission of the general public.
57. That the licence will be conditioned to say that all promotions and/or events held after 6pm will be run and managed by the Premises Licence Holder and/or DPS and that no external promoters will be employed.

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.