



SE1

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

**Application For A Sex Establishment Licence**

Local Government (Miscellaneous Provisions) Act 1982 As Amended

**Please read the following instructions**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

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

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

**Section 1 - APPLICATION DETAILS**

1. Is the application for a:

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

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

**Section 2 - APPLICANT DETAILS**

2. Is the applicant:

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

**Individual Application**

3. Full name of applicant (individual):

Former or previous names:

Home address:

Post town:

Telephone numbers:

Date of birth:

Post code:



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

**Company or other corporate body**

5. Name of applicant (company name): [REDACTED]

Address of registered or principal office: [REDACTED]

Post town: [REDACTED]

Post code: [REDACTED]

Registration number: [REDACTED]

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

[REDACTED]

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

[REDACTED]

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

[REDACTED]

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

No



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

No.



**Section 3 - PREMISES DETAILS**

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

Silks

18. Is the premises a  Premises  Vehicle  Vessel  Stall

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

n/a

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

21. Premises address

Silks, 2 Sovereign Place

Post town Leeds

Post code LS1 4SP

Telephone number at premises 

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

Ground and first floor

23. Is the applicant  owner  lessee  sub-lessee  other

24. If the applicant rents the property state:

a. Name and address of landlord



b. Name and address of the superior landlord:

n/a

c. Total annual rental: 

d. Length of unexpired term: [REDACTED]

e. Notice required to terminate tenancy: [REDACTED]

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

[REDACTED]

26. State the current use of the premises:

Gentlemen's Lounge

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

28. Can members of the public access the premises:

a. Directly from the street? Yes  No

b. From other premises? Yes  No

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

29. a. Numbers of door supervisors: 2

b. Hours door supervision in place: 22:00 until close

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

Please provide details of the business currently operating the business:

[REDACTED]

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

[REDACTED]

#### Section 4 - OPERATING SCHEDULE

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

Monday 22:00 - 04:00

Friday 22:00 - 05:00

Tuesday 22:00 - 04:00

Saturday 22:00 - 05:00

Wednesday 22:00 - 04:00

Sunday 22:00 - 04:00

Thursday 22:00 - 04:00

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

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

b. Please provide details of any merchandising agreements:

n/a

### Premises management

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

████████████████████

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

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

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

████████████████████

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

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

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

### External appearance and advertising

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

Please see attached photographs showing the premises during opening hours and outside opening hours currently.

Please also see attached images (as part of the proposal for daytime usage) demonstrating the proposed exterior of the premises outside the gentlemen's club opening hours.

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

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

Currently it is impossible to see into the exterior of the premises during opening hours. Even when the front door is open, the view is to the reception counter only. This will remain the case, although the proposals for the daytime usage of the premises will involve the being changed from green to clear. However, during opening hours for the gentlemen's club, the interior of the premises will be entirely obscured by curtains, and again the only view will be to the reception counter.

38. Please describe any proposed window displays:

There are no window displays. There is a facility for digital advertising which is not currently in use. If this were to be brought into use in the future, the prior approval of the licensing authority would be sought.

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

Billboards, flyers and promotional mail – please see attached example together with Flying Code of Conduct.

### **Policies and Operating Schedule**

40. Please provide details of the age verification policy:

Challenge 25 Policy is adopted.

41. Please provide details of the CCTV arrangements:

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

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

There will be full compliance with all Standard Conditions regarding CCTV.

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

There is no interaction with residents as there are none in the vicinity.

The usage as a gentlemen's club does not interact with businesses in the vicinity (which are generally closed by the time the venue opens). However, the applicant now proposes to operate the premises as a nail bar during the day to provide an active frontage which will interact positively with the other users of the area. Further details of this proposal are attached.

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

SIA registered door personnel are employed.

CCTV cameras as above.

Fire alarm system installed.



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

SIA registered door personnel – at least two present at all times relevant entertainment is provided.

Please also refer to the conditions relating to the prevention of crime and disorder attached to the premises licence.

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

No admission to under 18 year olds.

Challenge 25 policy.

Compliance with Standard Condition 18 regarding external signage.

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

All employee personal records are checked prior to employment commencing.

Personnel records are kept and retained at the premises.

All dancers' details are thorough checked prior to being allowed access to the premises under the status of a self-employed person.

47. Describe training and welfare policies:

Please see Dancers and Performers Welfare Policy and Welfare Notices attached.

**Applications for Sexual Entertainment Venues Only**

48. Is the proposal for full nudity?

Yes  No

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

Lapdancing  
Pole dancing  
Stage strip tease

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

Please see attached Dancers Code of Practice and Staff Rules.

Compliance is monitored by the duty manager. Additionally, as further described below, the receptionist can view the CCTV monitor and dancers are deterred from non-compliance as they are informed that all booths are supplied with cameras.

Please also see Dance Booth Checklist and Reception Checklist.

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

Please see attached.

Compliance is monitored by CCTV cameras throughout the premises. Monitors are displayed by the ground floor reception area and upstairs at the cashiers' booth. The receptionist can view the monitor at all times the premises are open, and the cashier can view the upstairs monitor.

SIA registered door staff are also present at all times the premises are operating to deal with any non-compliance.

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

Please see documents referred to in the answer to question 47.

These are handed to each performer prior to them commencing work, and further copies are on display in the dancers' changing room.

53. Does the business intend to provide vehicles to transport customers or performers to and from the premises? Yes  No

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

#### Further information

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

Please see attached proposal for daytime usage and accompanying documents.

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

Personal information

#### Section 5 - CHECKLIST & ENCLOSURES

##### Enclosures

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

##### Advertisement

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

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

Any person who, in connection with an application for a grant, renewal, variation or transfer of a

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

**Section 6 - SIGNATURES**

Signature [redacted] other duly authorised agent. If signing on behalf of the [redacted] city.

Signature [redacted]

Date 25/02/2016

Capacity [redacted]

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

[redacted]

Post town [redacted]

Post code [redacted]

Telephone number (if any) [redacted]

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

[redacted]

**Guidance Notes**

- Please return this completed application form to:

Entertainment Licensing  
Civic Hall  
LEEDS  
LS1 1UR

- Please make cheques and postal orders payable to Leeds City Council.
- The fees are as follows:

	<b>New</b>	<b>Renewal</b>	<b>Variation</b>	<b>Transfer</b>
<b>Sexual Entertainment Venue</b>	£4,159.00	£4,159.00	£3,567.00	£776.00
<b>Sex Shop &amp; Sex Cinema</b>	£4,159.00	£776.00	£3,567.00	£776.00

- The applicant is responsible for serving a copy of this application on the **Licensing Officer, West Yorkshire Police, Leeds District Headquarters, Elland Road, Leeds, LS11 8BU**
- The licensing authority may forward copies of this application to the West Yorkshire Fire and Rescue Service who will assess the application and inspect the premises, if necessary, to provide observations in relation to the structure, safety and suitability of the building for the purpose intended.
- Furthermore, details of this application will be forwarded to the local Ward Members.
- Requirements for layout plan

The plan must show:

- The layout of the premises including, e.g. stage, bars, cloakroom, WCs, performance area, dressing rooms.
- The extent of the boundary of the premises outlined in red
- The extent of the public areas outlined in blue
- Uses of different areas in the premises, e.g. performance areas, reception, staff facilities.
- Structures or objects (including furniture) which may impact on the ability of individuals to use exits or escape routed without impediment.
- Location of points of access to and egress from the premises.
- Any parts used in common with other premises.
- Position of CCTV cameras
- Where the premises includes a stage or raised area, the location and height of each stage or area

relative to the floor.

10. The location of any steps, stairs, elevators or lifts.
11. The location of any public conveniences, including disabled WCs.
12. The location and type of any fire safety and other safety equipment.
13. The location of the kitchen (if applicable).
14. The location of emergency exits.

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

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

**Information On Individuals**

Local Government (Miscellaneous Provisions) Act 1982 As Amended

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**PERSONAL DETAILS**

1. Name: [REDACTED]

2. Former name (if any):

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

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

5. Permanent address: [REDACTED]

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

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

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

Please give details

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

a. Sex establishment licence Yes  No

b. Licence for the supply of alcohol Yes  No

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

d. Personal Licence under the Licensing Act 2003 Yes  No

Please give details:



10. Have you ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere? Yes  No   
If so, provide details of the date, convicting court, offence and penalty imposed.

11. To your knowledge, are you currently the subject of any criminal investigate? Yes  No   
If so please give details

12. Have you ever had civil legal action taken against you? Yes  No   
If so please give details

13. Have you ever been declared bankrupt or entered into an arrangement with creditors or an Individual Voluntary Arrangement? *no*  
If so please give details

14. Have you ever been disqualified from acting as a company director? Yes  No   
If so please give details

15. Is there any other information which you believe the licensing authority would reasonably expect notice of, or you would like to licensing authority to take into account when considering information you supplied? Yes  No   
If so please give details

16. Is there any information in this form which you do not wish to be seen by members of the public? Yes  No   
If so state which information and the reasons why you do not wish it to be seen.

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

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**SIGNATURES**

Signature ..... [redacted] .....

Date ..... [redacted] .....

Contact phone number ... [redacted] ..... Contact email [redacted]





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**PERSONAL DETAILS**

1. Name: [REDACTED]

2. Former name (if any):

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

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

5. Permanent address: [REDACTED]

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

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

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

Please give details

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

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**SIGNATURES**

Signature ..... [redacted] .....

Date ..... [redacted] .....

Contact phone number [redacted] ..... Contact email [redacted]



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**PERSONAL DETAILS**

1. Name: [Redacted]

2. Former name (if any):

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

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

5. Permanent address: [Redacted]

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

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

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

Please give details

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

a. Sex establishment licence Yes  No

b. Licence for the supply of alcohol Yes  No

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

d. Personal Licence under the Licensing Act 2003 Yes  No

Please give details:

10. Have you ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere? Yes  No   
If so, provide details of the date, convicting court, offence and penalty imposed.

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If so please give details

12. Have you ever had civil legal action taken against you? Yes  No   
If so please give details

13. Have you ever been declared bankrupt or entered into an arrangement with creditors or an Individual Voluntary Arrangement? **NO**  
If so please give details

14. Have you ever been disqualified from acting as a company director? Yes  No   
If so please give details

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**SIGNATURES**

Signature ..... [redacted] .....

Date ..... [redacted] .....

Contact phone number ..... [redacted] ..... Contact ema [redacted]

# Sex Establishment Licence

Licence Number: **SX/SEV/00012/15/01**

# Sexual Entertainment Venue

Licence Issued on: **1st September 2015**

Effective from: **1st June 2015**

Licence Expires on: **1st March 2016**

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

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

This licence authorises the following premises:

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

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

<b>Sunday to Thursday</b>	<b>22:00 - 04:00</b>
<b>Friday &amp; Saturday</b>	<b>22:00 - 05:00</b>


This licence is issued to:



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

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

Licence issued under the authority of Leeds City Council:

  
Principal Licensing Officer  
Entertainment Licensing  
Elections, Licensing and Registration

Licence produced on 07/09/2015



# Sex Establishment Licence



## Terms and conditions attached to a licence

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

<b>Licence number:</b>	SX/SEV/00012/15/01
<b>Issued Date:</b>	1st September 2015
<b>Expiry Date:</b>	1st March 2016
<b>Premises:</b>	Silks, 2 Sovereign Place, Leeds, LS1 4SP

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

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

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

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



24. Leafleting/distribution of flyers will only be permitted in such a way where it does not cause public offence. This is regulated by the paid permit system authorising distribution of free printed material issued by Leeds City Council. The licensee will remove any leaflets from the Highways within a 100 metre radius of the distribution point by 6am in addition to the area surrounding the premises. The licensee will have a flyer distribution policy to be approved by the Council.
25. No access will be permitted through the premises to any other adjoining or adjacent premises except in the case of an emergency.
26. No alterations (including temporary alterations) will be made to the structure and installations on the premises, without the prior written consent of the council. This condition will not require notice to be given in respect of routine maintenance works. Where there is any doubt the licensee should seek advice from the council.
27. The licensee, or a responsible person nominated by him/her in writing for the purpose of managing the venue ("the manager") will have personal responsibility for and be present on the premises whilst relevant entertainment is being performed. Any such nomination will be produced on demand to an authorised officer of the council or the police.
28. The licensee will ensure that any person nominated by him/her under the above:
  - a) has been provided with a copy of the conditions relating to the premises and is fully conversant with them; and
  - b) is in possession of a written nomination referred to above at all times when they are in charge of and present on the premises.
29. The name of the person responsible for the management of the premises, whether the licensee or manager, will be displayed in a conspicuous position within the premises throughout the period during which he/she is responsible for the conduct of the premises.
30. Where the licensee is a body corporate, or an incorporated body, any change of director, company secretary or other person responsible for the management of the body will be notified in writing to the council within 14 days of such a change. Such details as the council may require in respect of the change in personnel will be furnished within 14 days of a request in writing from the council.
31. Where the licensee, director, company secretary, or responsible person nominated for the purpose of managing the venue ('the manager'), is convicted of an offence, they must, as soon as practicable after the conviction, inform the council of the conviction giving details of the nature and date of the conviction, and any sentence imposed.
32. The licensee will retain control over all parts of the premises and will not let, licence or part with possession of any part of the premises. The council must be notified immediately in the event that any part of the premises is affected by the termination of a lease or other event affecting the licensee's control of the premises.
33. The licensee will ensure that the public is not admitted to any part or parts of the premises that has not been approved by the council.
34. No persons under the age of 18 will be admitted to the premises.

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

45. All booths/areas for VIPs used for private dances must be visible to supervision and must not have closing doors or curtains that prevent performances from being observed.
46. All booths/areas for VIPs used for private dances must be directly supervised by either a SIA registered door supervisor, or a member of staff who has direct contact with SIA registered door supervisors working on the premises at all times the booths/areas are in use. Direct supervision does not include remote supervision by CCTV.
47. Entertainers will only be present in the licensed area in a state of nudity when they are performing on stage or providing a private dance.
48. Any person on the premises who can be observed from outside the premises will be properly and decently dressed.
49. The licensee will ensure entertainers have secure dressing rooms, facilities to secure valuables and proper sanitation facilities available to them.
50. The management will maintain a register which details any fines imposed on entertainers which will include the date, type of misdemeanor and amount fined.
51. Vehicles must not be used for personal solicitation, touting or advertising and only licensed hackney carriage and private hire vehicles may be used to transport customers to and from the premises.
52. The council may, at the time of grant or renewal of the licence, waive, modify or vary these conditions or impose additional conditions as appropriate.
53. The licensee may apply to the council to vary any of the terms of the licence.
54. Applications to vary conditions of the licence must be advertised by the licensee in the same manner as the application for the issue, renewal or transfer of the licence.
55. Panic alarms are to be fitted to all booths and VIP performance areas.
56. The exterior of the premises shall remain light green.
57. During non-operating hours, i.e. at all those times when this licence is not in use, the premises will be anonymised. The signage must not be illuminated and there will be no other form of advertising including any reference to the name of the premises.
58. During the permitted operating hours of the licence an illuminated sign bearing only the words "Silks - Gentleman's Lounge" may be displayed.