

# Premises Licence

Premises licence number:

Appendix A  
PREM/03410/002

## Part A

Schedule 12 Licensing Act 2003

Initial licence from:

29th November 2013

Current Licence effective from:

30th April 2014

### Part 1 – Premises details

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

Rolands, 39 Call Lane, Leeds, LS1 7BT

#### Licensable activities authorised by this licence

Sale by retail of alcohol, Provision of late night refreshment, Exhibition of a film, Performance of live music, Performance of recorded music,

#### Times the licence authorises the carrying out of licensable activities

<i>Sale by retail of alcohol</i>		<i>Performance of live music</i>	
Every Day	11:00 - 23:30	Every Day	09:00 - 00:00
<i>Provision of late night refreshment</i>		<i>Performance of recorded music</i>	
Every Day	23:00 - 23:30	Every Day	09:00 - 00:00
<i>Exhibition of a film</i>			
Every Day	09:00 - 00:00		

#### The opening hours of the premises

Everyday 09:00 - 00:00

Alcohol is sold for consumption on the premises

## Part 2

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

Leven Leisure Ltd

Daytime Contact Telephone Number:

Current Email Address:

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

Registered business number:

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

Alexander William Neil

### **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:

Licensing authority:

Licence issued under the authority of Leeds City Council

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 shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

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

- a. games or activities which require or encourage, or are designed to require or encourage, individuals to -
  - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
  - ii. drink as much alcohol as possible (whether within a time limit or otherwise);
- b. provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
- c. provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;

- d. provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on -
    - i. the outcome of a race, competition or other event or process, or
    - ii. the likelihood of anything occurring or not occurring;
  - e. selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
6. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
7. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
8. The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.
- The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.
9. The responsible person shall ensure that -
- a. where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:
    - i. beer or cider. 1/2 pint;
    - ii. gin, rum, vodka or whisky: 25 ml or 35 ml; and
    - iii. still wine in a glass: 125 ml; and
  - b. customers are made aware of the availability of these measures

6. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

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  - iii. still wine in a glass: 125 ml; and
- b. customers are made aware of the availability of these measures

## Annex 2 – Conditions consistent with the operating schedule

### Additional details in respect of licensable activities authorised by this licence

### Provision of late night refreshment

Location of activity: Indoors

### Exhibition of a film

Location of activity: Indoors

### Performance of live music

Location of activity: Indoors

### Performance of recorded music

Location of activity: Indoors

## All activities

Non standard timings:

New Years eve until 00:30 hours.

### **Conditions consistent with the operating schedule relating to the licensing objectives**

#### **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 location of CCTV cameras are identified on the site plan of the premises. No amendments to the locations of the cameras will be made without prior consultation with West Yorkshire Police/British Transport Police and the Licensing Authority
15. 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.
16. The CCTV system will contain the correct time and date stamp information.
17. The CCTV system will have sufficient storage retention capacity for a minimum of 31 days continuous footage which will be of good quality.
18. 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.
19. 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.
20. The CCTV system will be capable of securing relevant pictures for review or export at a later date.
21. The CCTV system will be adequately maintained and be capable of transporting recorded material onto a removable media.
22. The CCTV system replay software must allow an authorised officer of the Licensing Authority or Responsible Authority to search the picture footage effectively and see all the information contained in the picture footage.
23. It must be possible to replay exported files immediately e.g. no re-indexing of files or verification checks.
24. A Supervisor's 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.

25. 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.
26. A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.
27. The PLH/DPS will inform West Yorkshire Police as soon as practicably of any search resulting in a seizure of drugs or offensive weapons.
28. 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.
29. Notices will be prominently displayed at the entrances of the premises which state:
- A search will be conducted as a condition of entry to premises;
  - Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register.
  - Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; or appears to be under the influence of drugs.
  - Entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances
30. There will be a communication link via radio to other venues in the city centre. This will be the system recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police.
31. Such communication link will be kept in working order at all times when licensable activities are taking place.
32. The communication link will be available to the Designated Premises Supervisor or other nominated supervisor and be monitored by that person at all times that licensed activities are being carried out.
33. Any police instructions or directions given via the link will be complied with whenever given.
34. All incidents of crime or disorder will be reported via the link to an agreed police contact point.
35. The PLH/DPS staff will ask for proof of age from any person appearing to be under the age of 25 who attempts to purchase alcohol at the premises.
36. The PLH/DPS staff will ask for acceptable evidence (as agreed by WYP / WYTSS) from any person appearing to be under the age of 25 who attempts to purchase alcohol at the premises.
37. Glass and Bottles
- Drinks, open bottles and glasses will not be taken from the premises at any time. Empty bottles and glasses will be collected regularly and promptly. Glass and other sharp objects will be stored and disposed of safely using suitable receptacles. Receptacles will be secured and not accessible to the customers.
38. The PLH/DPS will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.
39. Plastic or toughened polycarbonate (or similar) glasses/bottles will be used when requested by West Yorkshire Police / British Transport Police (e.g. football match days).

40. Alcohol Designated Public Places Orders

Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be prominently displayed at the exits to the premises.

41. The PLH/DPS will belong to a recognised trade body or Pub Watch Scheme where one exists, whose aims include the promotion of the licensing objectives.
42. The PLH/DPS will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises. The policy will be agreed with WYP. The PLH/DPS will ensure that staff receive training on the policy.
43. 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 (where door staff are employed).
44. 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).
45. The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry.
46. 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.
47. 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.
48. The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.
49. There shall be no admission of new customers after 23:00 hours.
50. A personal licence holder will be in attendance on the premises at all times after 17:00 hours.
51. The concept of the operation shall remain that of a cafe/bar.

**Public safety**

52. 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.
53. 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.
54. During opening hours the cellar door must be kept locked or adequately supervised to prevent unauthorised access by the public.
55. A suitably trained and competent person must ensure regular safety checks of the premises including decorative and functional fixtures, floor surfaces and equipment (including electrical appliances) to which the public may come into contact are undertaken. Records of these safety checks must be kept and made available for inspection by an authorised officer.

56. Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.
57. 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 and made available at the request of an authorised officer. 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.
58. 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.
59. 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.
60. 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.
61. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.
62. Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scald or burns.
63. A suitably trained First Aider or appointed person will be provided at all times when the premises are open.
64. An appropriately qualified medical practitioner will be present throughout any sporting entertainment.
65. Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.
66. 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.
67. 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.
68. 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.

### **The prevention of public nuisance**

69. Licensable activities will be conducted and the facilities for licensed activities will be designed and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties

70. Noise from a licensable activity at the premises will be inaudible at the nearest noise sensitive premises.
71. There will be no external loudspeakers.
72. Bottles will not be placed in any external receptacle after 23.00 hours and 07.00 hours to minimise noise disturbance to neighbouring properties.
73. 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.
74. 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.
75. The PLH/DPS will adopt a cooling down period to draw the evening to a close where no entrants will be allowed after 23:00.
76. Patrons shall not be allowed to use the rear yard area for the consumption of alcohol, food and smoking after 23:00 hours.

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

None

### **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.