

## Details of premises licence

For: Villagers Trading Ltd



This document provides details of the premises licence issued to the stated premises and is not a licence itself.

<b>Licence number:</b>	PREM/03677/001
<b>Premises the licence relates to:</b>	Villagers Trading Ltd, 340 Broad Lane, Bramley, Leeds, LS13 2HF
<b>Date licence first effective:</b>	5th November 2015
<b>Date current version effective from:</b>	November 5, 2015

### Licensable activities authorised by the licence:

Sale by retail of alcohol	
Friday & Saturday	12:00 - 23:30
Sunday to Thursday	12:00 - 23:00
Performance of a play	
Every Day	12:00 - 23:00
Exhibition of a film	
Every Day	12:00 - 23:00
Indoor sporting events	
Every Day	12:00 - 22:45
Performance of live music	
Every Day	12:00 - 23:30
Performance of recorded music	
Every Day	12:00 - 23:30
Performance of dance	
Every Day	12:00 - 23:30
Entertainment similar to live music, recorded music or dance	
Every Day	12:00 - 23:30

### Opening hours of the premises:

Friday & Saturday	12:00 - 00:30
Sunday to Thursday	12:00 - 23:30

**Premises licence holder(s):**

**Villagers Trading Ltd, 340 Broad Lane, Bramley, Leeds, LS13 2HF**

**Designated premises supervisor:**

Mr Paul Owen

**Access to the premises by children**

Access to the premises by children is restricted

## 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.

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

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

#### Sale by retail of alcohol

Non standard timings: Christmas Eve until 23:30, New Years Eve until 01:00, New Years Day 12:00 - 23:00.  
An additional 30 minutes added to finish times above on Good Friday and the Sunday prior to a Bank Holiday Monday.

#### Performance of a play

Location of activity: Indoors  
Further details: School Play productions

#### Exhibition of a film

Location of activity: Indoors

#### Performance of live music

Location of activity: Indoors  
Further details: This is to request the approval of hosting a live artist or band between those times. The music to be amplified.  
Non standard timings: Christmas Eve 12:00 - 00:00 and New Years Eve 12:00 - 01:15. An additional 30 minutes added to the finish times above on Good Friday and the Sunday prior to a Bank Holiday Monday.

#### Performance of recorded music

Location of activity: Indoors

Further details: Mainly disco music and Karaoke. Amplified music

Non standard timings: Christmas Eve 12:00 - 00:00 and New Years Eve 12:00 - 01:15. An additional 30 minutes added to the finish times above on Good Friday and the Sunday prior to a Bank Holiday Monday.

#### Performance of dance

Location of activity: Indoors

Further details: Dance shows will more likely involve amplified music

#### Entertainment similar to live music, recorded music or dance

Location of activity: Indoors

### **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 contain the correct time and date stamp information.
14. The CCTV system will have sufficient storage retention capacity for a minimum of 31 days' continuous footage which will be of good quality.
15. 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.
16. 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.
17. The data controller, under the Data Protection Act 1998, who is responsible for any CCTV images caught on cameras on the premises will, on the lawful request of an authorised officer of a Responsible Authority (under the Licensing Act 2003), be downloaded immediately, or where this is not possible, as soon as reasonably practicable, and supplied to the requesting officer. Where the CCTV images are not supplied at the time of the request being made the data controller will ensure that it is secured to prevent any overwriting.
18. The CCTV system will be capable of securing relevant pictures for review or export at a later date.
19. The CCTV system will be adequately maintained and be capable of transporting recorded material onto a removable media.

20. 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.
21. It must be possible to replay exported files immediately e.g. no re-indexing of files or verification checks.
22. 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.
23. 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.
24. The Premises Licence Holder (PLH)/Designated Premises Supervisor (DPS) will ensure that a 'Daily Record Register' is maintained on the premises by the door staff.
25. The Daily Record Register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty and finished duty (verified by the individual's signature).
26. The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry.
27. Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.
28. The PLH/DPS will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti-social behaviour, admissions refusals and ejections from the premises.
29. The Incident Report Register will contain consecutively numbered pages, the date time and location of the incident, details of the nature of the incident, the names and registration numbers of any door staff involved or to whom the incident was reported, the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported, the names and numbers of any police officers attending, the police incident and / or crime number, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.
30. The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.
31. A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.
32. The PLH/DPS will inform West Yorkshire Police as soon as practicably of any search resulting in a seizure of drugs or offensive weapons.
33. A suitable purpose-made receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police or British Transport Police.
34. 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.
35. The PLH/DPS staff will ask for acceptable evidence (as agreed by WYP / WYTSS) from any person appearing to be under the age of 21 who attempts to purchase alcohol at the premises.
36. 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.

37. The PLH/DPS will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.
38. Plastic or toughened polycarbonate (or similar) glasses/bottles will be used in all outdoor areas.
39. 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.
40. 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.
41. Notification of all functions and events will be sent to West Yorkshire Police and Entertainment Licensing no later than 14 days prior to a function or event taking place.
42. Any late bookings for events and functions will need to be agreed with West Yorkshire Police at the earliest opportunity.
43. A risk assessment will be provided for any function being held at the venue. The number and times of SIA registered door supervisors required to work the event will be agreed with West Yorkshire Police.
44. There will be a minimum of 2 door supervisors working for any 18th and 21st birthday party held at the venue, from the start of the function and until all the guests have dispersed.

#### **Public safety**

45. 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.
46. 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.
47. During opening hours the cellar door must be kept locked or adequately supervised to prevent unauthorised access by the public.
48. The Premises Licence holder will not allow the sale or supply of 'Legal Highs' on the premises.
49. Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.
50. Electrical installations will be inspected on a periodic basis (at least every 5 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.
51. Regular safety checks of guarding 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.
52. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.
53. The premises have a current Fire Risk Assessment.



54. A suitably trained First Aider or appointed person will be provided at all times when the premises are open.
55. Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.
56. 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.
57. 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.
58. 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**

59. 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.
60. Noise from a licensable activity at the premises will be inaudible at the nearest noise sensitive premises.
61. There will be no external loudspeakers.
62. Bottles will not be placed in any external receptacle after 23.00 hours and 07.00 hours to minimise noise disturbance to neighbouring properties.
63. The activities of persons using the external areas will be monitored after 23:00hrs and they will be reminded to have regard to the needs of local residents and to refrain from shouting and anti-social behaviour etc. when necessary.
64. The PLH/DPS will adopt a 'cooling down' period where music volume is reduced towards the closing time of the premises.
65. The PLH/DPS will ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter.
66. 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.
67. Noise from a licensable activity/regulated entertainment at the premises will not be audible at the noise sensitive residential properties situated at Ganners Close, Ganners Mount and Moorside Terrace.
68. A facility will be provided for customers to order Hackney taxis/private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent position on the premises.
69. There shall be no external loudspeakers.
70. The Premise Licence Holder/Designated Premise supervisor shall adopt a cooling down period where music volume is reduced towards the closing time of the premises.
71. Bottles will not be placed in any external receptacle between 11 pm and 7 am the following day to minimise noise disturbance to neighbouring properties.

72. The premise licence holder or nominated person shall ensure that the patrons use the external seating areas including the designated smoking area in a manner which does not cause noise nuisance to the neighbouring residential properties. Patrons shall not use the external seating area after 22:00 hours.
73. The designated smoking area shall be for 'smoking only' after 22:00 hours and the premise licence holder or nominated person will take reasonable steps to prevent the consumption of any drinks in this area.
74. The activities of persons using the external areas (including the car park) shall be monitored and they shall be reminded to have regard to the needs of local residents and to refrain from shouting and playing car stereos or any other anti-social behaviour when necessary.
75. The Premise Licence Holder or nominated person shall ensure that announcements are made (in a responsible manner) prior to closing requesting patrons co-operation in leaving the premises and vicinity as quickly and as quietly as possible.
76. The Premise Licence Holder or nominated person shall ensure that during the major entertainment events a sufficient door staff are positioned at the exit from the premises to remind departing patrons of the need to avoid causing nuisance or disturbance to local residents.
77. Clear and legible notices 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.
78. Ensure all doors and windows are kept closed to reduce noise nuisance from the premises when regulated entertainment takes place. The external fire doors must not be opened unless in an emergency. The Premise Licence Holder or nominated person shall ensure that self closing doors are not wedged open during regulated entertainment.
79. The Premise Licence Holder/Designated Premise Supervisor shall ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter.

### **Protection of children from harm**

80. People under 18 (including staff) will not be admitted to the premises at any time when entertainment of a sexual or adult nature is being provided.
81. The PLH/DPS will provide clear signage that entertainment of an adult nature is occurring which is not suitable for under 18s.
82. The PLH/DPS will not display outside the premises photographs or other images which indicate and suggest that striptease or similar entertainment takes place on the premises.
83. Any person on the premises who can be observed from outside the premises will be properly and decently dressed.
84. 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.
85. People under 18 years of age will not be admitted.
86. The PLH/DPS will provide an adequate number of suitable adult supervisors who can provide care for the children as they move from stage to dressing room etc., and to ensure that all children can be accounted for in case of an evacuation or an emergency.
87. The venue will be suitable to accommodate safely the numbers of children intended.

88. All supervisors and crew will receive instruction on the fire procedures applicable to the venue prior to the arrival of the children.
89. The PLH/DPS will ensure that all special effects e.g. flashing lights, dry ice, smoke etc are suitable for the children involved in the performance.
90. The PLH/DPS will ensure that an adult supervisor is stationed in the area(s) or levels which are occupied by children. The supervisors will be placed in the vicinity to exits to the premises. There will be one supervisor per 50 children at all times.
91. For closely seated audiences, i.e. theatres and cinemas, the ratio of supervisors will be 1 per 25 children, provided that where the children are in the charge of an adult organiser such organisers will be regarded as attendants to an extent not exceeding half of the number of attendants required by the above condition 7PF108.
92. No child will be permitted to occupy the front row of any balcony gallery or tier, unless accompanied by and in the charge of a person who appears to have attained the age of 16 years.
93. Close supervision will be held when children use balconies and other raised areas.
94. The PLH/DPS will ensure staff receive training to deal with unaccompanied children on the premises and prevent them from harm.
95. The PLH/DPS will comply with the written guidance for protecting children from harm issued by Leeds City Council, Department of Social Services.

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

None