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Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 11)

Application is made to vary the Premises Licence so as to operate under the branding of Lost and Found. The historic conditions require modernisation and updating to the new operational standard. It is therefore proposed that all conditions should be removed and replaced with a new suite to support the four licensing objectives. Those conditions are set out below.

1. Alcohol shall not be sold or supplied except during the hours stated on this licence and on New Years Eve from the end of permitted hours on New Years Eve to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31st December).

2. The above restrictions do not prohibit:

- a. The taking of alcohol from the premises by a person residing there; or
- b. The supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense, or the consumption of alcohol by persons so supplied;
- c. The supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence, or the consumption of liquor so supplied, if the liquor is supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises.

3. In relation to the morning on which summer time begins, paragraph (2) of this condition shall have effect with the substitution of references to three o'clock in the morning for references to two o'clock in the morning or one hour following the hour specified.

b) The prevention of crime and disorder

No further risks have been identified which need to be addressed, save as below

1. CCTV

(a) A suitable CCTV system will be operational at the premises at all times when licensable activities are carried out and at any other time when members of the public are present on the premises.

(b) The CCTV system will cover all areas of the premises occupied by the public under the terms of the Licence (excluding w.c.'s).

(c) Prior to the installation of the CCTV cameras their location is to be agreed with West Yorkshire Police and the Licensing Authority.

(d) The CCTV system will contain the correct time and date information.

(e) The CCTV system will have sufficient storage retention for a minimum of 31 days continuous footage which will be of good quality.

(f) A designated member of staff at the premises will be authorised to access the CCTV footage and be conversant with the operation of the CCTV system.

2. Occupancy of the premises to be determined by reference to the fire risk assessment.

3. SIA.

(a) A minimum of 1 door supervisors to be provided for the premises on Friday and Saturday evenings from 23:00 until closure.

(b) The Premises Licence Holder or Designated Premises Supervisor will ensure a daily record register is maintained on the premises by the door staff.

(c) 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.

(d) The daily record register will be retained on the premises for a period of 12 months from the date of last entry.

4. Licence holders must have a written search policy for those entering the premises. All members of staff must be acquainted with this policy

5. SIA Door staff will be used when queues form to manage the queues and monitor queuing and noise.

6. (a) The PLH/DPS will ensure that an incident report register is maintained on the premises to record incidents such as anti social behaviour, admission refusals and ejections from the premises.

(b) 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 and 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, Police incident and/or crime number, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.

(c) The incident report register will be produced for inspection immediately on the request of an authorised officer.

7. A suitable purpose made receptacle for safe retention of illegal substances will be provided and arrangements made for safe disposal of its content as agreed with West Yorkshire Police or British Transport Police.

8. The PLH/DPS will belong to a recognised trade body or Pubwatch scheme where one exists whose aims include the promotion of the licensing objectives.

9. Notices indicating the existence of the Effect of Alcohol in Designated Public Places Order will be prominently displayed at the exit to the premises.

10. Drinks, open bottles and glasses will not be taken from the premises or designated external area at any time and glasses will be collected regularly and promptly. Glass or other sharp objects will be stored and disposed of safely using suitable receptacles. Receptacles will be secured and not accessible to customers.
11. No customers carrying open bottles of alcoholic drink upon entry shall be admitted to the premises at any time the premises are open to the public.
12. If the premises engages with external promoters it shall maintain a register or a diary system to record all such events. Each entry should contain the specific date of the event, nature/title of the event and the name, address and contact telephone number of the promoter specific to that event. The register must be available for immediate inspection on request by any Official of the Licensing Authority or its authorised agents.
13. In relation to the first Floor there shall always be within the restaurant and dining room area as shown on plan 2889/0903 a minimum of 60 covers.
14. Any seizure of controlled substances and weapons must be recorded in the Incident Report Register and reported to the police at the earliest possible time.

c) Public safety

No further risks have been identified which need to be addressed, save as below

1. There shall be no demonstration of hypnotism without prior approval of the Licensing Authority.
2. A suitably trained First Aider or appointed person will be provided at all times when the premises are open.
3. Adequate and appropriate first aid equipment and materials will be available on the premises at all times.
4. The premises shall have a current fire risk assessment stating the venue occupancy.
5. The licensee shall at any time whilst the premises are in use be aware of the precise number of patrons on the premises. Where the licence covers different floors/areas, the licensee shall be aware of the number of patrons in each area at any given time and ensure that the numbers do not exceed those as stipulated on the licence, This information shall immediately be supplied on request to any Official of the Licensing, Police or Fire Authority.
6. No exhibition, demonstration or display of pyrotechnics or displays involving the use of fire shall be given in the licensed premises without the prior consent of the Licensing and Fire Authority. At least fourteen days written notice of application must be supplied in such circumstances.
7. No exhibition, demonstration or display of laser equipment shall be given by any person in the licensed premises and no laser equipment shall be used by such person in the said premises unless the Director of the Leeds Environment Department has been given not less than 14 days previous written notice.

d) The prevention of public nuisance

No further risks have been identified which need to be addressed, save as below

1. The PLH/DPS will operate a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises. The PLH/DPS will ensure that staff receive training on that Policy.
2. Where appropriate prominent, clear and legible notices shall be displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and area quietly.
3. Noise from licensable activity at the premises will not cause noise nuisance at the nearest noise sensitive premises.
4. There will be no external loud speakers.
5. Bottles will not be placed in any external receptacles after 23:00 and up to 07:00 hours.

e) The protection of children from harm

The restrictions set out in the Licensing Act 2003 will apply. No unusual or additional risks of harm to children have been identified.

1. The premises will adopt the local check 21 scheme criteria.
2. Children under the age of 16 shall not be permitted to enter or remain in the premises after 22:00 hours unless resident, dining with an adult or attending a pre-booked function.