

Premises Licence

Appendix A

Part A Schedule 12 Licensing Act 2003

Part 1 – Premises Details

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

Church (Formerly Halo & The Joint), 177 - 179 Woodhouse Lane, Woodhouse, Leeds, LS2 3JT

Licensable activities authorised by this licence

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

Times the licence authorises the carrying out of licensable activities

Sale by retail of alcohol

Monday to Saturday	10:00 - 03:00
Sunday	12:00 - 03:00

Provision of late night refreshment

Every Day	23:00 - 03:30
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Location of activity: Indoors

Further details: Hot food and drinks to be sold on the premises as and when required.

Exhibition of a film

Monday to Saturday	10:00 - 03:30
Sunday	12:00 - 03:30

Location of activity: Indoors

Further details: Music DVD's and videos will be shown and video juke box will be used throughout the premises. Occasional showing films or cartoons on video or DVD throughout the premises.

Indoor sporting events

Monday to Saturday	10:00 - 03:30
Sunday	12:00 - 03:30

Location of activity: Indoors

Further details: The playing of pub games and pool throughout the premises.

Performance of live music

Monday to Saturday 10:00 - 03:30
Sunday 12:00 - 03:30

Location of activity: Indoors

Performance of recorded music

Monday to Saturday 10:00 - 03:30
Sunday 12:00 - 03:30

Location of activity: Indoors

Performance of dance

Monday to Saturday 10:00 - 03:30
Sunday 12:00 - 03:30

Location of activity: Indoors

Further details: Dancing by staff and members of the public to be allowed throughout the premises.

Details relating to all activities

Non standard timings:

An additional hour to the standard and non standard times on the day when British summertime commences.

New Year's Eve 10:00am until 10:00am the following morning.

Opening hours of the premises

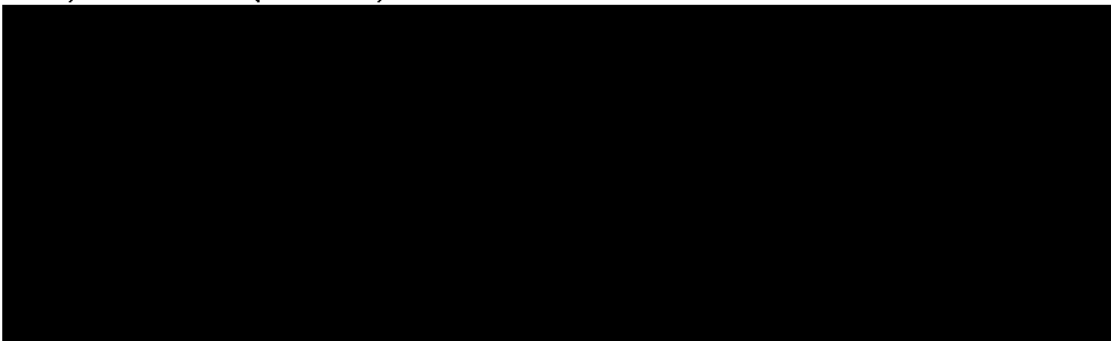
Every Day 08:00 - 03:30

Alcohol is sold for consumption on and off the premises

Part 2

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

Tokyo Industries (Ultimate) Ltd



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

Registered business number: 08672303

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

Mr Paul Sinclair



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: [REDACTED]

Licensing authority: [REDACTED]

Licence issued under the authority of Leeds City Council



Mr Shaam Amin
Licensing Officer
Entertainment Licensing
Elections, Licensing and Registration

Annex 1 – Mandatory Conditions

1. Only individuals licensed by the Security Industry Authority may be used at the premises to guard against:-
 - a. unauthorised access or occupation (e.g. through door supervision), or
 - b. outbreaks of disorder, or
 - c. damage
2. No supply of alcohol may be made under this licence
 - a. At a time when there is no designated premises supervisor in respect of the premises licence, or
 - b. At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
3. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
4. The 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.

Embedded restrictions

- 10. The Licensee shall be responsible for carrying out the provisions of these Conditions of the Licence. The Licensee shall take due precautions for the safety of the public, employees and performers, shall retain control over all areas of the licensed premises and shall ensure that nothing shall take place on the premises which:
 - a) is likely to cause disorder or breach of the peace;
 - b) is likely to be grossly offensive to any person on the premises;
 - c) involves drugs misuse; or
 - d) involves any other unlawful activity.
- 11. 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.
- 12. One of the following protective measures shall be used for all socket-outlets which may be used for the connection for lighting, video or sound amplification equipment and display models:
 - a) Each socket-outlet circuit shall be protected by a residual current device having a rated residual operating current not exceeding 30mA; or
 - b) Each individual socket-outlet shall be protected by an integral residual current device having a rated residual operating current not exceeding 30mA.
- 13. The current operation of all residual current devices shall be checked regularly by pressing the test button. If the device does not switch off the supply, an electrical contractor should be consulted. At the same time action should be taken to prohibit the use of socket outlets associated with a faulty residual current device.
- 14. Suitable and sufficient sanitary accommodation must be provided and maintained to the satisfaction of the Chief Environmental Health Officer.

15. The premises shall at all times be maintained in a clean, sanitary and safe condition and shall be open during the continuance of this licence to an inspection by the Licensing Authority or their authorised agents.
16. Any seating in the licensed premises shall be so arranged as to allow free access to all exits there from.
17. For a closely seated audience chairs shall be either securely fixed to the floor or alternatively shall be battened securely together in units of not less than four seats. Adequate gangways, not less than 42" (1100mm) wide, unless otherwise approved by the Licensing Authority, shall be provided. The gangways shall lead directly to each exit door and shall be kept free from obstruction. No seat shall be more than twelve feet (4.0m) from any gangway.
18. Seating in invalid chairs other than engine driven chairs will be permitted subject to any condition imposed by the Licensing and Fire Authority.
19. Means of access, egress and emergency egress shall be provided and maintained in accordance with any recommendations of the Licensing and Fire Authority.
20. Alterations or additions, whether permanent or temporary, to the structure, the lighting, electrical heating, ventilating, mechanical, or installations, or to the seating, gangways or other arrangements in building in which the licensed premises are situated shall not be made except with the consent of the Licensing Authority and in accordance with any conditions of such consent.
21. The Licensee shall maintain a first aid box on the premises in accordance with the Health and Safety (First Aid) Regulations 1981 and make sure that:
 - it is accessible at all times
 - items are replaced as they are used
22. Any person who appears unwell, including those affected by drugs or alcohol, must be seen by a trained first aider, who shall:
 - give first aid
 - if necessary, seek medical assistance.
23. The licensee shall maintain an Incident Report Register within which staff must record any incident which has occurred on the premises.
24. The Incident Report Register must be retained on the premises for a period of one year, taken from the date of the last entry, and include the following:
 - a) consecutively numbered pages;
 - b) the date and time of incident;
 - c) the nature of incident;
 - d) the full name/s of staff involved including the registration number of any door staff, and to whom the incident was reported, including the names and numbers of any police officers who attended the scene of the incident and details of any witness/es;
 - e) Any notes relative to the incident.
25. Incident Report Registers shall be produced for immediate inspection on request by any Official of the Licensing or Police Authority.
26. The premises must be effectively ventilated when the public are present. Any mechanical ventilation system must be properly maintained.
27. Drinking water provision must be clearly available, free of charge, at all times whilst the Entertainment Licence is operative.

28. This facility must be kept in a clean condition.
29. No exhibition, demonstration or performance of hypnotism shall be given on any person in the premises except with the express consent of the Licensing Authority and subject to such conditions as the Licensing Authority may attach to such consent.
30. Any notification of intention to stage a hypnotist should be made in writing providing at least fourteen days notice.
31. The Licensee shall ensure that no nuisance is caused by noise or vibration emanating from the licensed premises resulting from the use of this Licence. The Licensee shall provide urgent attention to any reports of noise nuisance, and act upon direction of the Licensing Authority.
32. Licensees are reminded that unauthorised flyposting is an offence under the Town & Country Planning Act 1990, as amended, Section 224.
33. In the case of an audience consisting of persons under 16 years of age, the minimum number of staff shall increase to a ratio of one per 100 occupancy.
34. At any licensed function no child shall be permitted to occupy any seat in the front row of the balcony, gallery or tier unless accompanied by, or in the charge of a person who appears to have attained the age of 16 years.
35. The Licensee shall ensure that any persons employed on the premises to work in the capacity as a door supervisor, hold current registration with the SIA and comply with all relevant rules and regulations laid down by that body.
36. The Licensee shall maintain a Daily Record Register which is to be completed on a daily basis by the door staff when they commence and finish duty.
37. The Daily Record Register must be retained on the premises for a period of one year, taken from the date of the last entry, and include the following:
 - a) consecutively number pages;
 - b) the registration number and full name of each registered person on duty;
 - c) the date and time that he/she commenced that period of duty with a signed acknowledgement by that person;
 - d) the time at which he/she finished duty with a signed acknowledgement by that person.
38. Daily Record Registers shall be produced for immediate inspection on request by any official of the SIA, Police or Licensing Authority.
39. Licence holders must have a written search policy for those entering the premises.
40. All members of staff must be acquainted with this policy.
41. Sufficient number of staff of both sexes shall be on duty to undertake any searches of the public.
42. Clear and visible notices should be displayed to those entering the premises detailing the establishments search policy. These signs should state that the police will be informed if anyone is found in possession of controlled substances or weapons.
43. Secure receptacles, to the standard as required by the West Yorkshire Police, must be provided in a restricted part of the building for staff to deposit drugs and weapons.
44. 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.

45. The licensee shall ensure that drinks glasses and any other glass receptacles are prevented from being taken off the premises accepting off-sales and their legitimate sale.

Annex 2 – Conditions consistent with the operating schedule

The prevention of crime and disorder

46. 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.
47. 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).
48. 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.
49. 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.
50. 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.
51. The CCTV system will contain the correct time and date stamp information.
52. The CCTV system will have sufficient storage retention capacity for a minimum of 31 days continuous footage which will be of good quality.
53. 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.
54. 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.
55. 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.
56. The CCTV system will be capable of securing relevant pictures for review or export at a later date.
57. The CCTV system will be adequately maintained and be capable of transporting recorded material onto a removable media.
58. 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.
59. It must be possible to replay exported files immediately e.g. no re-indexing of files or verification checks.

60. Any drinks promotions to take place after midnight will be discussed with WYP prior to them taking place.
61. The premises licence holder will not allow the sale or supply of 'Legal Highs' on the premises.
62. There will be no drinks promotions without prior written agreement of West Yorkshire Police.
63. 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.
64. 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.
65. 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.
66. Such communication link will be kept in working order at all times when licensable activities are taking place.
67. 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.
68. The PLH/DPS will ensure that staff receive training on the policy.
69. 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.

Public Safety

70. 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. 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.
71. 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, must be undertaken. Records of these safety checks must be kept and made available for inspection by an authorised officer.
72. Empty bottles and glasses will be collected regularly paying attention to balcony areas and raised levels.
73. If used, any temporary electrical wiring and distributions will be inspected by a suitably qualified and competent person before they are put into use. An inspection record/certificate will be retained for inspection by an authorised officer.
74. All floor surfaces will be suitably slip resistant, kept in good condition and free of obstructions to prevent slips, trips and falls.
75. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.
76. 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.

77. Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scalds or burns to them.
78. Suitably trained First Aider or appointed person will be provided at all times when the premises are open.
79. Adequate and appropriate First Aid equipment and materials will be available on the premises.
80. A written 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.
81. Where strobes, lasers, smoke machines or any other special effects equipment may be used, a written health and safety policy covering all aspects of their use will be provided, and staff will be appropriately trained.

The prevention of public nuisance

82. Door supervisors will take reasonable steps to prevent the removal of glasses and bottles taken from the premises.
83. Any queue to the premises will be monitored by door supervisors and any persons who is causing a nuisance or who appears intoxicated will not be allowed into the premises and will be asked to leave the queue.
84. Any person who appears to be under 18 will be required to prove that they are over 18 before being allowed entry to the premises or consume alcohol.

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

The prevention of public nuisance

85. Ensure that no nuisance is caused by noise or vibration emanating from the premises.
86. Noise shall be inaudible at the nearest noise sensitive premises after 23:00 hours and when entertainment takes place on a regular basis at all times.
87. All windows in the areas where entertainment takes place shall be kept closed at all times whilst the entertainment is in operation.
88. An effective lobby provided to doors used for ingress and egress to allow for one set of doors to be kept closed at all times whilst the entertainment is in operation.
89. 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.
90. Queues shall be restricted to cordoned areas to prevent them obstructing footpaths and spilling out onto roads, and to keep noise and obstructions away from residential properties. Staff shall be trained to intercept and manage queues to prevent noise and aggression.
91. There shall be no admission to the premises for patrons after 02:00 hrs.
92. There shall be no external loud speakers.
93. A cooling down period with reduced music volume shall be operated before the premises close.
94. Clear and legible notices will be displayed at exits, car parks 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.

95. A facility will be provided for customers to order taxis/private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent location. Where possible, there should be a liaison with a local taxi/private hire firm to ensure a ready supply of transport and thereby reduce disturbance.

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.