



Report of the Assistant Chief Executive (Corporate Governance)

Report to the Licensing Sub Committee

Date: 11th October 2010

Subject: Application for the Grant of a Premises Licence for Re-Set

Electoral Wards Affected:

City & Hunslet



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

This report informs members of an application for the grant of a Premises Licence for premises situated at 90 Kirkgate, Leeds, LS2 7DJ, trading as Re-Set.

Briefly the application consists of:

A request for the grant of a Premises Licence for Late Night Refreshment between 23.00hrs and 05.00hrs.

The premises are located within an area covered by a Cumulative Impact Policy.

The responsible authorities are served with copies of the application by the applicant and Ward Members have been notified of the application.

1.0 Purpose of this Report

1.1 To advise Members of an application made under section 17 of the Licensing Act 2003 ("the Act") for a Premises Licence in respect of the above mentioned premises.

1.2 The Licensing Sub-Committee is required to consider this application due to the receipt to representations.

2.0 History of Premises

2.1 This is the first application for the grant of a Premises Licence. The premises is a takeaway, situated on a main road in Leeds City Centre, surrounded by a mixture of retail, takeaways and pubs.

It has a small seating area for food to be consumed, a display fridge and pizza oven located near the rear. The rear of the takeaway is a large kitchen.

3.0 The Application

3.1 The applicant is Mr Mohamed Altoni,

3.2 The location of the premises can be found on the map attached as Appendix A.

3.3 A copy of the application and operating schedule are attached as Appendix B to this report. For the assistance of members, the Operating Schedule shows:

3.4 Proposed licensable activities

Provision of late night refreshment

3.5 Proposed hours of licensable activities

The proposed hours of licensable activities are as follows:

Provision of late night refreshment	23:00 - 05:00
Every Day	

3.6 Proposed times when the premises is open to the public

The premises propose to open to the public between the following hours

Everyday	12:00 - 05:00
----------	---------------

3.7 Steps to promote the licensing objectives

The applicant proposes to take the steps identified in section "P" of the application form to promote the licensing objectives.

4.0 Relevant Representations

4.1 Under the Act representations can be received from responsible authorities or interested parties. Representations must be relevant and, in the case of an interested party, must not be frivolous or vexatious.

City Development Department

Members are invited to consider Appendix C of this report.

Environmental Protection Team

Members are invited to consider Appendix D of this report.

West Yorkshire Police

Members are invited to consider Appendix E of this report.

5.0 Matters Relevant to the Application

5.1 Members of the Licensing Sub Committee must make decisions with a view to promoting the licensing objectives which are:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

5.2 In the making of their decision Members are obliged to have regard to the national guidance and the council's licensing policy. Members will be aware they must also have regard to the relevant representations made and evidence they hear.

5.3 Members should note that these premises fall within a Cumulative Impact Area. The Cumulative Impact Policy for this area reads as follows:

It is the council's policy on receipt of relevant representations to refuse applications in Area 1 for night clubs and for pubs and clubs which are characterised as large capacity vertical drinking premises (sometimes called high volume vertical drinking establishments) which are premises with large capacity used primarily or exclusively for the sale of or consumption of alcohol, and which have little or no seating for patrons. It is also the council's policy on receipt of relevant representations to refuse applications for new premises seeking a licence to provide hot food between 11.00 pm and 5.00 am where the food is purchased to take away from the premises as opposed to premises where the food is to be consumed on the premises and whilst patrons are seated at tables provided for that purpose.

6.0 Options available to members

6.1 The licensing sub-committee must take such of the following steps as it considers necessary for the promotion of the licensing objectives:

- Grant the application as requested.
- Grant the application whilst imposing additional conditions and/or altering in any way the proposed operating schedule.
- Exclude any licensable activities to which the application relates.
- Reject the whole or part of the application.

6.2 Members of the Licensing sub committee are asked to note that they may not modify the conditions or reject the whole or part of the application merely because it

considers it desirable to do so. It must actually be necessary in order to promote the licensing objectives.

Background Papers

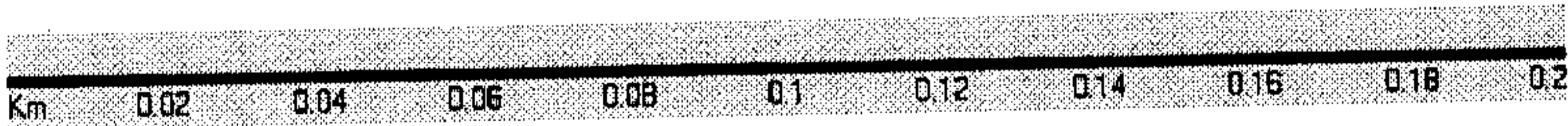
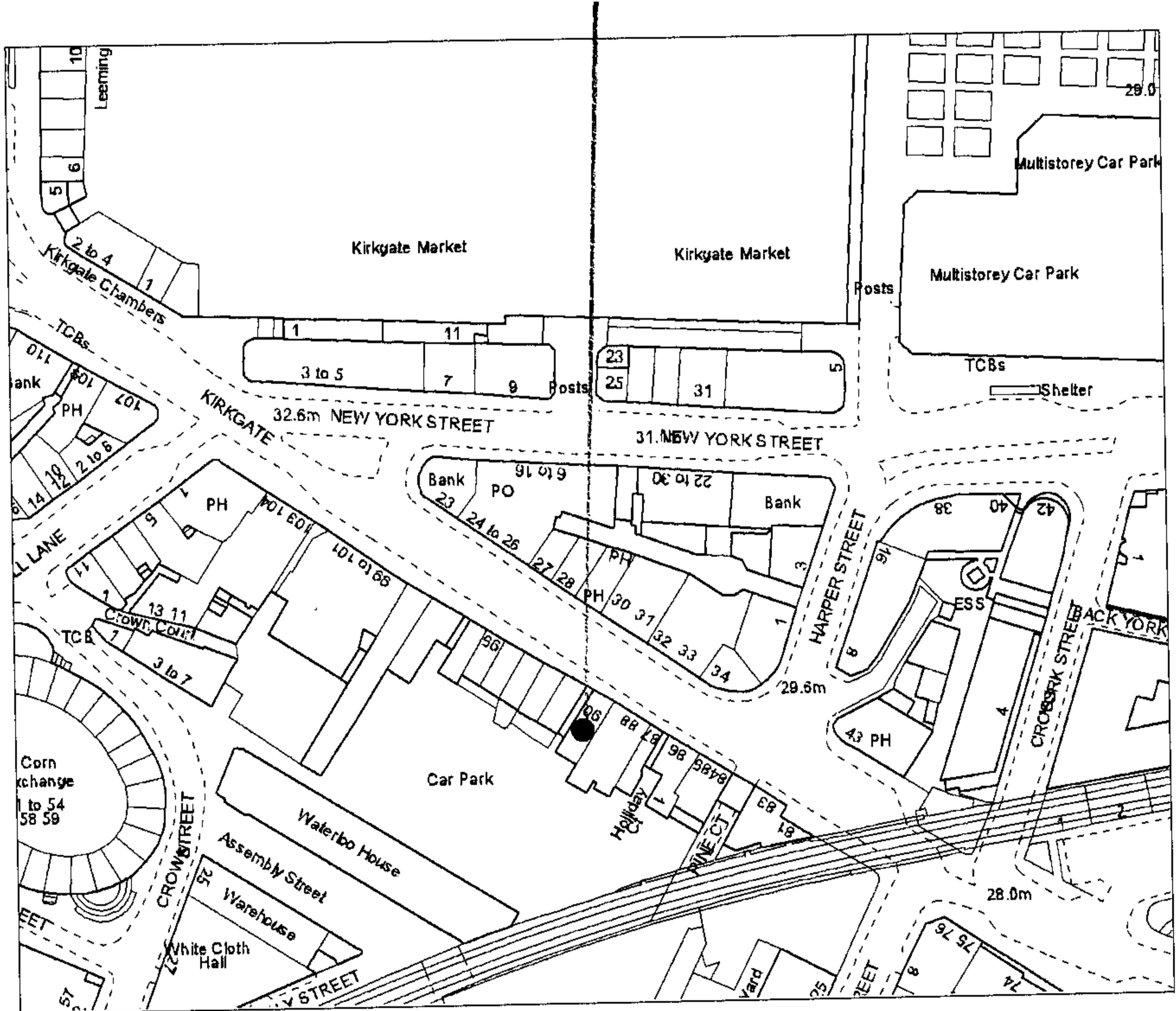
- Guidance issued under s182 Licensing Act 2003
- Leeds City Council Licensing Policy



Leeds City Council
Entertainment Licensing

Re-Set

90 Kirkgate, Leeds, LS2 7DJ



This map is based upon the Ordnance Survey's Digital Data with the Permission of the Ordnance Survey on behalf of the Controller of Her Majesty's Stationary Office

© Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings

Leeds City Council O.S. Licence No 100019567
© Crown Copyright all rights reserved

Date:	20 September 2010
Scale:	1:1250

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

2937

Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

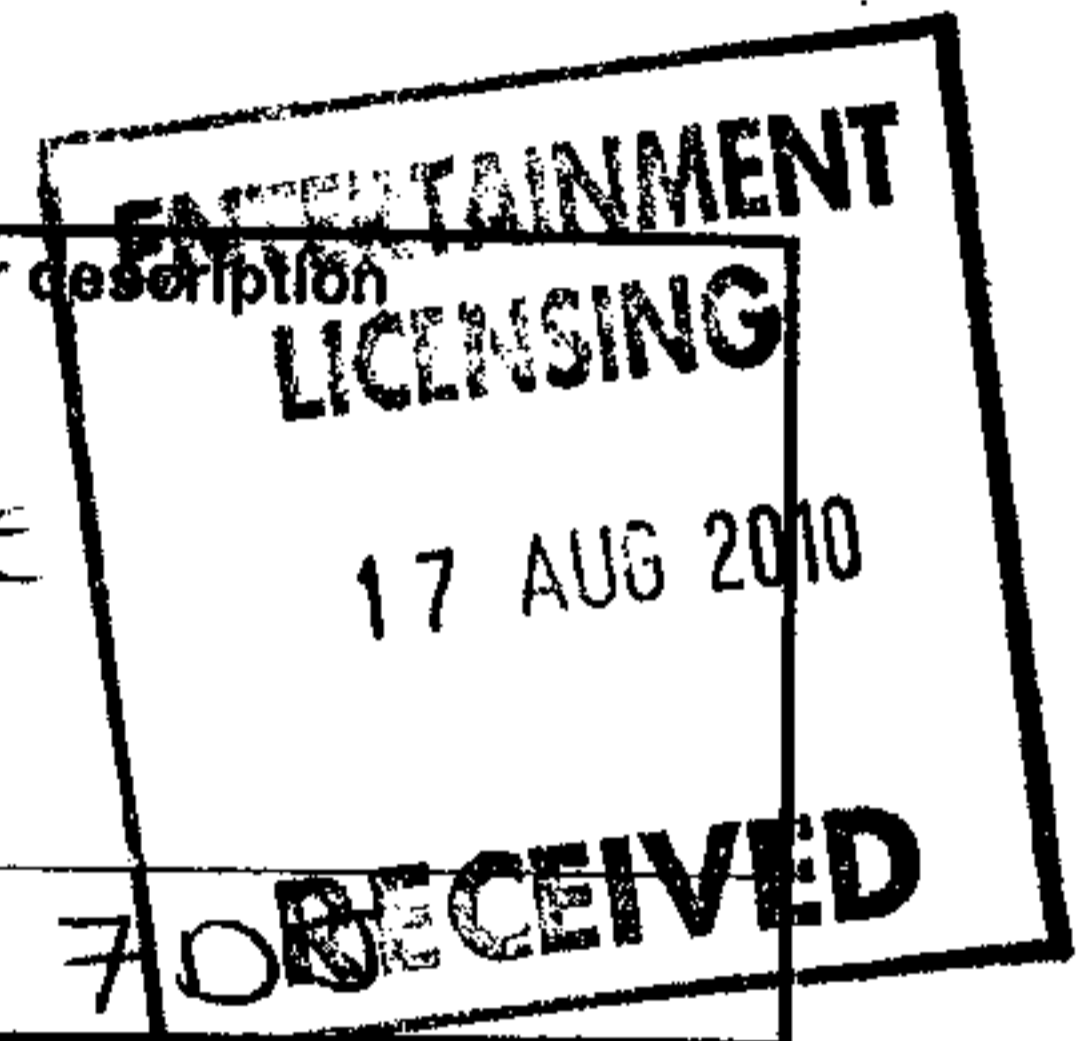
Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep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

I/We MOHAMED ALTONI
(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 - Premises details

Postal address of premises or, if none, ordnance survey map reference or description	
re-set 90 Kirkgate	RE-SET 90 KIRK GATE
Post Town	LEEDS
Postcode	LS2 7DB



Telephone number at premises (if any)

Non-domestic rateable value of premises

£ 5500

Part 2 - Applicant details

Please state whether you are applying for a premises licence as

Please tick Yes

- a) An individual or individuals* please complete section (A)
- b) a person other than an individual*
 - i) as a limited company please complete section (B)
 - ii) as a partnership please complete section (B)
 - iii) an unincorporated association or please complete section (B)
 - iv) other (for example, a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)

- f) a health service body please complete section (B)
- g) a person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an Independent hospital please complete section (B)
- h) the chief officer of a police force in England & Wales please complete section (B)

*If you are applying as a person described in (a) or (b), please confirm:

- I am carrying on or proposing to carry on a business which involves the premise for licensable activities, or:
- I am making the application pursuant to a
 - statutory function or Please tick Yes
 - a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr Mrs Miss Ms Other title
(Rev, Dr, etc)

Surname: First Name:

I am 18 years old or over. Please tick Yes

Current postal address if different from premises address

Post Town Postcode

Daytime contact telephone number

E-mail address (optional)

SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)

Mr

Mrs

Miss

Ms

Other title
Rev, Dr, etc)

Surname:

First Name:

I am 18 years old or over.

Please tick Yes

Current postal
address if different
from premises
address

Post Town

Postcode

Daytime contact telephone number

E-mail address
(optional)

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate, please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name:
Address:
Registered number (where applicable)
Description of applicant (for example partnership, company, unincorporated association etc)
Telephone number (if any)
Email address (optional)

Part 3 - Operating Schedule

When do you want the premises licence to start?

Day		Month		Year			
1	6	0	8	2	0	1	0

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day		Month		Year			

If more than 5000 people are expected to attend the premises at any one time, please state the number expected to attend.

Please give a general description of the premises (please read guidance note 1)

The premises is a takeaway, situated on a main road in Leeds city centre, surrounded by a mixture of retail, takeaway and pubs. It has a small seating area for food to be consumed, a display fridge and pizza oven located near the rear, the rear of the takeaway is a large kitchen.

What licensable activities do you intend to carry on from the premises?
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the
Licensing Act 2003)

Provision of regulated entertainment:

Please tick ✓ Yes

- | | |
|----------------------------------------------------------------------------------------------------------------|--------------------------|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g)
(if ticking yes, fill in box H) | <input type="checkbox"/> |

Provision of entertainment facilities for:

- | | |
|---------------------------------------------------------------------------------------------------------------|--------------------------|
| i) making music (if ticking yes, fill in box I) | <input type="checkbox"/> |
| j) dancing (if ticking yes, fill in box J) | <input type="checkbox"/> |
| k) entertainment of a similar description to that falling within (i) or (j)(if ticking yes, fill in
box K) | <input type="checkbox"/> |

L) Provision of late night refreshment (if ticking yes, fill in box L)

M) Supply of alcohol (if ticking yes, fill in box M)

In all cases, complete boxes N, O, and P

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 4)		
Thurs					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5).		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thurs					
Fri			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5).		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details here</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thurs			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Fri			
Sat			
Sun			
			<u>Non standard timings. Where you intend to use the premises indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5).
Mon			
Tue			
Wed			
Thurs			
Fri			
Sat			

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place Indoors or out doors or both - Please tick [Y] (Please read guidance note 2).	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon				Both	<input type="checkbox"/>
Tue					
Wed					
Thurs			<u>Please give further details here</u> (please read guidance note 3)		
Fri					
Sat					
Sun					
			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thurs					
Fri					
Sat					
			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5).		
Mon					
Tue					
Wed					
Thurs					
Fri					
Sat					

E

Live Music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 4)		
Thurs					
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5).		
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for playing recorded music (please read guidance note 4)		
Thurs					
Fri			Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5).		
Sat					
Sun					

G

Performance of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors <input type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Day	Start	Finish		
Mon			Please give further details here (please read guidance note 3)	
Tue				
Wed			State any seasonal variations for the performance of dance (please read guidance note 4)	
Thurs				
Fri			Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 5).	
Sat				
Sun				

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing	
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors <input type="checkbox"/>
Mon				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Tue			Please give further details here (please read guidance note 3)	
Wed				
Thurs			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)	
Fri				
Sat			Non standard timings. Where you intend to use the premises for entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5).	
Sun				

I

Provision of facilities for making music Standard days and timings (please read guidance note 6)			Please give a description of the facilities for making music you will be providing		
Day	Start	Finish	Will the facilities for making music be indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			Please give further details here (please read guidance note 3)		
Wed					
Thurs			State any seasonal variations for the provision of facilities for making music (please read guidance note 4)		
Fri					
Sat			Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list (please read guidance note 5).		
Sun					

J

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).		Indoors <input type="checkbox"/>
				Outdoors <input type="checkbox"/>	
				Both <input type="checkbox"/>	
Day	Start	Finish	Please give a description of the facilities for dancing you will be providing		
Mon					
Tue			Please give further details here (please read guidance note 3)		
Wed					
Thurs			State any seasonal variations for providing dancing facilities (please read guidance note 4)		
Fri					
Sat			Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5).		
Sun					

K

Provision of facilities for entertainment of a similar description to that falling within I or J Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment facility you will be providing	
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors
Mon				
				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)	
Wed				
Thurs			<u>State any seasonal variations for the Provision of facilities for entertainment of a similar description to that falling within J or K</u> (please read guidance note 4)	
Fri				
Sat			<u>Non standard timings. Where you intend to use the premises for the Provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list</u> (please read guidance note 5).	
Sun				

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both - please tick [Y] (Please read guidance note 2)	
Day	Start	Finish		Indoors
Mon	12 pm	5 am		<u>Please give further details here</u> (please read guidance note 3) As a takeaway I wish to serve hot food and cold drinks, example pizza, chips
Tue	12 am	5 am	<input type="checkbox"/>	
Wed	12 pm	5 am	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)	<input type="checkbox"/>
Thurs	10 am	5 am		<input type="checkbox"/>
Fri	12 pm	5 am	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5).	
Sat	12 pm	5 am		
Sun	12 pm	2 am		

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick [Y]) Please read guidance note 7).	On the premises	<input type="checkbox"/>
Day	Start	Finish		Off the premises	<input type="checkbox"/>
Mon			State any seasonal variations for the supply of alcohol (please read guidance note 4)	Both	<input type="checkbox"/>
Tue					
Wed					
Thurs			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5).		
Fri					
Sat					
Sun					

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name _____

Address _____

Postcode _____

Personal Licensing Number (if known) _____

Issue Licensing Authority (if known) _____

N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

None

O

Hours premises are open to the public
Standard days and timings
(please read guidance note 6)

Day	Start	Finish
Mon	12:00pm	05:00am
Tue	12:00pm	05:00am
Wed	12:00pm	05:00am
Thurs	12:00pm	05:00am
Fri	12:00pm	05:00am
Sat	12:00pm	05:00am
Sun	12:00pm	12:00am 05:10 AM

State any seasonal variations (please read guidance note 4)

None

Non standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list (please read guidance note 5).

None

P

Describe the steps you intend to take to promote all four licensing objectives:

a) General--all four licensing objectives (b, c, d, e) (please read guidance note 9)

SEE PRO FORMA RISK ASSESSMENT

b) The prevention of crime & disorder

SEE PRO FORMA RISK ASSESSMENT

c) Public safety

SEE PRO FORMA RISK ASSESSMENT

d) The prevention of public nuisance

SEE PRO FORMA RISK ASSESSMENT

e) The protection of children from harm

SEE PRO FORMA RISK ASSESSMENT

Please tick Yes

- I have made or enclosed payment of the fee
- I have enclosed the plans of the premises
- I have sent you copies of this application, and the plan to responsible authorities and others where applicable
- I have enclosed the consent form produced by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements, my application will be rejected.

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE OF UP TO LEVEL 5 ON THE STANDARD SCALE [£5000], UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4--Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent. (see guidance note 11). If signing on behalf of the applicant, please state in what capacity.

Signature: محمد العبد Mohammad ALTONI
Date: 15-08-2010
Capacity: applicant

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 12) If signing on behalf of the applicant, please state in what capacity.

Signature: _____
Date: _____
Capacity: _____

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Post Town

Postcode

Telephone number (if any)

E-mail address (optional)

Notes for Guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or un-amplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day i.e. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. A applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

Licensing Act 2003

Proforma Risk Assessment V4



Please complete the details below:

Applicant name:	MOHAMMED AL TONI
Business name:	RE-SET
Business address:	90 KIRK GATE LEEDS Postcode: LS2 7DJ

Guidance about this document

1. The Licensing Authority recommends that you complete this specially designed pro forma risk assessment to help you decide what should be entered in your operating schedule to show how you will promote the four licensing objectives.
2. Whilst the Licensing Authority cannot insist you use this document it takes the view that it assists responsible authorities in assessing the operating schedule, promotes discussions and partnership working and will reduce the number of representations and hearings.
3. If you do not use this risk assessment pro forma then you will need to demonstrate how you will meet the licensing objectives by providing other supporting evidence via your operating schedule.

How to use this document

1. This document has four sections which correspond with the four licensing objectives and appendix 1 of our Licensing Policy. In each section you will find information on potential control measures (each with an individual code) which we suggest may help you meet the four licensing objectives.
2. Run through the questions in the grey sections and consider the potential control measures listed in the columns beneath.
3. If you are happy to volunteer the control measures as part of your application place a tick in the relevant box in the right hand column. You can then enter the corresponding codes in page 14 of your application form in the boxes which match up with the licensing objectives or simply write "see pro forma risk assessment". These measures will then appear on your licence.

Crime and Disorder

CCTV

Does the premises have CCTV? YES NO N/A

If YES:

Was the siting and standard agreed with West Yorkshire Police (WYP)? YES NO

Have you agreed a policy on the retention and security of the footage with WYP? YES NO N/A

If NO:

Have you consulted WYP about whether CCTV should be installed? YES NO N/A

(NB unless WYP have agreed CCTV is not required, a representation is likely)

Suggested condition	Code	✓
A suitable CCTV system will be maintained and be operational on the premises at all times when licensed activities are being carried out	4PF001	✓
The siting and standard of the CCTV system will be agreed with WYP prior to installation and will comply with that agreement at all times.	4PF002	
Changes to the siting and standard of CCTV systems may only be made with the written consent of West Yorkshire Police	4PF003	
CCTV security footage will be made secure and retained for a minimum period of 31 days time to the satisfaction of WYP.	4PF004	

Designated Premises Supervisor (DPS)

Will the DPS generally be on site? YES NO N/A

Is the DPS contactable in emergency? YES NO N/A

If the DPS is not to be generally on site, have you made arrangements to nominate the supervisor in his/her absence? YES NO N/A

Is the Supervisor's Register bound with consecutively numbered pages? YES NO

Suggested condition	Code	✓
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.	4PF005	
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.	4PF006	

Door Supervisors and Other Security Staff

Do you use registered door supervisors or security staff?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Are they Security Industry Authority (SIA) registered?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you specify a minimum number of door supervisors?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
If YES, state the number of staff _____	
Days (and times) employed _____	
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you have a policy with the door supervisor or security company which covers:	
<ul style="list-style-type: none"> • Vetting customers entering the premises? 	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Is there a prominently displayed written search policy on the premises? 	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Controlling customers entering, within or leaving the premises? 	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Safeguarding the public within and immediately outside the premises? 	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Notifying WYP at the earliest opportunity of any problems or incidents? 	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Exclusion of persons who have had too much to drink or appear inclined to disorder? 	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you have a Daily Record Register within which door supervisors/security staff sign on and off duty?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Is the Daily Record Register bound with consecutively numbered pages?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Can you identify who was on duty at any particular time?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you have an Incident Report Register?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Is the Incident Report Register bound with consecutively numbered pages?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Suggested condition	Code	✓
The minimum number of door supervisors for the premises is _____ Please specify days and hours door supervisors operate on the premises.	4PF007	
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.	4PF008	
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).	4PF009	
The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry.	4PF010	

Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.	4PF011	
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.	4PF012	
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.	4PF013	
The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.	4PF014	

Drugs and Offensive Weapons

Do you have a policy and procedure to prevent use of illegal drugs or weapons (e.g. a search policy)?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Does the policy include:	
• recording any search	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• seizing drugs/weapons found	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• a purpose made secure receptacle for items seized	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• informing the police of any search and seizure	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• prominently display notices to inform customers of the policy	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

Suggested condition	Code	✓
A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.	4PF015	
The PLH/DPS will inform West Yorkshire Police as soon as practicably of any search resulting in a seizure of drugs or offensive weapons.	4PF016	
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.	4PF017	

<p>Notices will be prominently displayed at the entrances of the premises which state:</p> <ul style="list-style-type: none"> • 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 	4PF018	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------	--

Communication

Do you subscribe to Nite Net or a similar form of communication (radio/text/pager system)	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

Suggested condition	Code	✓
There will be a communication link to the WYP* and or* other relevant venues in the locality by means of (specify method) * delete as appropriate	4PF019	
Such communication link will be kept in working order at all times when licensable activities are taking place	4PF020	
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.	4PF021	
Any police instructions or directions given via the link will be complied with whenever given.	4PF022	
All incidents of crime or disorder will be reported via the link to an agreed police contact point.	4PF023	

Responsible Sale of Alcohol

<u>Proof of Age</u>	
Have you adopted a proof of Age Scheme?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Have all staff been instructed of the steps required to prevent under age sales of alcohol?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<u>Glass and Bottles</u>	
Do you have a policy for the frequent collection of glasses and bottles?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you take steps to prevent glasses/bottles being removed from the premises, e.g. instruction to door/bar staff, display of notices?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you use plastic or toughened polycarbonate (or similar) drinking glasses/bottles when necessary?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

Alcohol Designated Public Places Orders

If your premises are in the area of an Alcohol Designated Public Places Order (DPPO), do you prominently display notices advising customers of the Order and its effects?

YES NO N/A

Suggested condition	Code	✓
The PLH/DPS staff will ask for proof of age from any person appearing to be under the age of 21/25 who attempts to purchase alcohol at the premises. Or	4PF024	
The PLH/DPS staff will ask for acceptable evidence (as agreed by WYP / WYTSS) from any person appearing to be under the age of 21/25 who attempts to purchase alcohol at the premises.	4PF025	
<u>Glass and Bottles</u> 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.	4PF026	
The PLH/DPS will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.	4PF027	
Plastic or toughened polycarbonate (or similar) glasses/bottles will be used in all outdoor areas.	4PF028	
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)	4PF029	
<u>Alcohol Designated Public Places Orders</u> Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be prominently displayed at the exits to the premises.	4PF030	

Responsible Sale of Alcohol

Membership of a Recognised Body

Do you belong to a Licensees Association/Body

YES NO N/A

If YES, please state which body

YES NO N/A

Exclusion from Premises

Do you operate a system of excluding customers who are known to cause problems?

YES NO N/A

If YES:

- Is this your own system or
- a system run by a local licensees body

YES NO N/A

YES NO N/A

Dispersal Policy

Do you have a written dispersal policy (e.g. A policy on how you disperse your clientele from your premises to reduce the risk of anti social behaviour)

YES NO N/A

If YES:

- Was this agreed with WYP (and BTP where applicable)? YES NO N/A
- Are all bar and door staff trained on the policy? YES NO N/A

Suggested condition	Code	✓
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	4PF031	
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.	4PF032	

Entertainment of an Adult Nature e.g. Strip Tease Dancing or Nude Dancing

Do you provide any entertainment consisting of striptease or nude dancing including where dancers are wearing 'see through' clothing or the show includes sexual stimulation? YES NO N/A

Suggested condition	Code	✓
Each area shall be supervised and shall display signs advising clients of the rules and conditions of licence regarding improper performances.	4PF033	
Performers shall be aged not less than 18 years.	4PF034	
Nothing shall be done, recited, sung, exhibited, or performed which is likely to cause a breach of the peace.	4PF035	
Whilst performing, the performer must at all times wear at least a G-string (female)/ pouch (male), covering the genitalia. This item of clothing must be worn at the commencement of the performance and may be removed during the performance but must be replaced at the conclusion.	4PF036	
During any performance of lap dancing, striptease or nude dancing (including performances usually termed 'private dances') there must not be any physical contact, by the performer, with any person in the viewing audience except: a) Leading a patron hand in hand to and from a chair or private room. b) Simple handshake greeting at the beginning and/or end of the performance. c) The placing of monetary notes or dance vouchers in the hand or garter worn by the performer. d) Pecking the cheek of a patron at the conclusion of the performance.	4PF037	
No performance shall include any sex act with any other performers, persons in the audience or with the use of any objects.	4PF038	
A price list must be displayed in a prominent position on the premises giving the price and time allowed for the dance routine.	4PF039	
Performers/dancers not performing must not be present in the licensed area in a state of nudity.	4PF040	

CCTV to be installed and maintained in the premises to the satisfaction of the West Yorkshire Police.	4PF041	
The recordings will be produced to a police constable or authorised officer of the Council, on request, and must be retained for a minimum of 31 days.	4PF042	
Booths, private rooms and areas must be visible to supervision and must not have closing doors or curtains that prevent the performance being observed.	4PF043	

Public Safety

Management Arrangements

Suggested condition	Code	✓
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.	4PF044	✓
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.	4PF045	
During opening hours the cellar door must be kept locked or adequately supervised to prevent unauthorised access by the public.	4PF046	✓
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.	4PF047	
Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.	4PF048	
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.	4PF049	✓
<p>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:</p> <ul style="list-style-type: none"> 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. <p>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.</p>	4PF050	

General Housekeeping

Do you have written procedures for the inspection of:	
• Furnishings and fabrics	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Suspended decorations/lights/amplification systems	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Guarding to stairs/balconies/landings/ramps	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Condition of floor surfaces	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Provision of safety glazing	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Guardings to fires or open flames	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Suggested condition	Code	✓
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.	4PF051	
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.	4PF052	
A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.	4PF053	

Refreshments

Do you prepare hot food / drinks in proximity to the public?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES: Has the risk of scalding or burns been assessed?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Suggested condition	Code	✓
Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scald or burns.	4PF054	✓

First Aid

Do you have staff trained in First Aid?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
If YES, please state numbers _____	
Do you provide facilities for treatment of minor injuries (e.g. First Aid box)?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you have procedures for dealing with customers who are unwell including those who appear to be affected by drugs / alcohol)?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

Suggested condition	Code	✓
A suitably trained First Aider or appointed person will be provided at all times when the premises are open.	4PF055	
An appropriately qualified medical practitioner will be present throughout any sporting entertainment.	4PF056	
Staff holding a current qualification issued by a recognised national body in rescue and life safety procedures will be stationed and remain in the vicinity of the water at all material times.	4PF057	
Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.	4PF058	
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.	4PF059	

Special Effects

Do you use special effects on the premises, e.g. strobes, lasers, smoke machines or fireworks?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
If yes, please give details :	

Suggested condition	Code	✓
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.	4PF060	
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.	4PF061	

Public Nuisance

Noise and Vibration

Noise and vibration

Identify the potential sources of noise and vibration which apply to your premises:

- Amplified music
- Unamplified music
- Singing and speech
- Waste disposal, including bottle bins
- Plant and machinery, including extraction systems
- Food preparation
- Cleaning

Identify where sources of noise may occur outside your premises:

- Beer garden
- Play area
- Car park
- Temporary structure
- Plant and equipment

Identify which measures are in place/proposed:

- Soundproofing
- Air conditioning to allow windows to be kept closed
- Sound limiters
- Use of lobby doors
- Cooling down period with reduced music volume
- Fixed and appropriate times for collection of waste
- Restricted use of outdoor areas
- No external loud speakers

Are the premises located near noise sensitive properties, e.g. residential areas, residential homes, hospitals? YES NO N/A

Applicants should refer to the Clean Neighbourhoods and Environment Act 2005 which has amended the Noise Act 1996 to introduce "night noise offences" for licensed premises in completing this section.

Suggested condition	Code	✓
Licensable activities shall be conducted and the facilities for licensed activities shall 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	4PF062	
Noise from a licensable activity at the premises shall be inaudible at the nearest noise sensitive premises after 23.00 hours and at all times if entertainment takes place on more than 30 occasions per year	4PF063	
There shall be no external loudspeakers	4PF064	
Bottles will not be placed in any external receptacle after 23.00 hours to	4PF065	

minimise noise disturbance to neighbouring properties		
Noise from plant or machinery shall be inaudible at the nearest noise sensitive premises during the operation of the plant or machinery. Plant and machinery shall be regularly serviced and maintained to meet this level.	4PF066	
The PLH/DPS will ensure patrons use beer gardens, external areas and play areas in a manner which does not cause disturbance to nearby residents and business in the vicinity. Patrons will not use such areas after 21:00/22:00/23:00* *Please delete as appropriate.	4PF067	
The activities of persons using the external areas shall be monitored after 23:00hrs and they shall be reminded to have regard to the needs of local residents and to refrain from shouting and anti social behaviour etc when necessary,	4PF068	
The PLH/DPS will adopt a "cooling down" period where music volume is reduced towards the closing time of the premises.	4PF069	

Litter

Does the premises sell takeaway food, drinks or other produce/packaging which may generate litter/waste? YES NO N/A

If YES, please identify the steps taken to prevent nuisance caused by litter:

.....

.....

- Provision of litter bins
- Display of notices to customers
- Warnings/advice on packaging
- Instructions to staff to periodically clear litter from the street around the premises
- Other (please specify)

Suggested condition	Code	✓
The PLH/DPS 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	4PF070	✓

Transport/Pedestrian Movement

Do you have a procedure to ensure that local residents and businesses are not disturbed by customers entering and or leaving your premises? YES NO N/A

If YES:

What steps do you take to ensure that the procedure(s) works?

Suggested condition	Code	✓
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.	4PF071	
SIA Registered door staff will be employed and used where queues are likely to form to manage the queues and ensure: Queues are restricted to cordoned areas to prevent them obstructing footpaths and spilling out onto roads, and to keep noise and obstructions away from residential property.	4PF072	
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.	4PF073	
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.	4PF074	

Protection of Children from Harm

Entertainment of an Adult Nature

Do you provide entertainment of a sexual or adult nature (including strong or offensive language)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
If so, do you only provide the adult entertainment at certain times/days of the week?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Is your premises located near to premises which are children orientated?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

Suggested condition	Code	✓
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.	4PF075	
The PLH/DPS will provide clear signage that entertainment of an adult nature is occurring which is not suitable for under 18s.	4PF076	
Measures will be put in place for ensuring non-admission to persons under 18 years of age when entertainment of an adult nature is taking place, such as door supervision and age checks (including staff)	4PF077	
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.	4PF078	
Any person on the premises who can be observed from outside the premises will be properly and decently dressed.	4PF079	
Any written or visual advertisement material, posters, signage, window display at or for the premises must not be of a sexually explicit and or suggestive nature, thus protecting children from moral, emotional, psychological and physical harm.	4PF080	

Under Age Sales of Alcohol

Do the premises sell or supply alcohol?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
-----------------------------------------	------------------------------	-----------------------------	-----------------------------------------

Suggested condition	Code	✓
People under 18 years of age will not be admitted.	4PF081	

Gambling

Is there a strong element of gambling on the premises?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
--------------------------------------------------------	------------------------------	-----------------------------	-----------------------------------------

Suggested condition	Code	✓
People under 18 (including staff) will not be admitted to the premises at any time when gambling is taking place.	4PF082	

or		
There will be sufficient physical screening of the relevant entertainment from view of those under 18 years.	4PF083	

Performers Under 18

Do entertainment performances include performances by children and young persons under 18 years of age? YES NO N/A

NOTE The Children (Performance) Regulations 1968 as amended – continue to apply but are not conditions on the licence as that would be duplication

Suggested condition	Code	✓
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.	4PF084	
The venue will be suitable to accommodate safely the numbers of children intended.	4PF085	
All supervisors and crew will receive instruction on the fire procedures applicable to the venue prior to the arrival of the children	4PF086	
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.	4PF087	

Entertainment and/or Facilities Specifically Provided for Children

Is any entertainment/facilities specifically provided for children? YES NO N/A

If yes are the children unaccompanied or supervised by staff without parental presence (including where parents are elsewhere in the licensed premises)? YES NO N/A

Do you provide young persons discos or similar entertainment? YES NO N/A

Suggested condition	Code	✓
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.	4PF088	
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 4PF088.	4PF089	
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.	4PF090	

Close supervision will be held when children use balconies and other raised areas.	4PF091	
Upon egress from the premises the Licensee will deploy staff on exit doors and within the vicinity of the premises to ensure the safe dispersal of children and the premises will not close until all children have left the area.	4PF092	

Child Protection Measures

Do you have a system for ensuring the suitability of staff who work closely with children? YES NO N/A

If YES state measures used:

Are your premises located near any adult orientated premises e.g. an adult retail sex shop or amusement arcade? YES NO N/A

Suggested condition	Code	✓
The PLH/DPS will perform the necessary background checks including relevant police checks on all potential staff before offering them employment. The Licensee will report any child related concerns to the police he/she has about potential staff, existing staff and customers.	4PF093	
The PLH/DPS will ensure staff receive training to deal with unaccompanied children on the premises and prevent them from harm.	4PF094	
The PLH/DPS will comply with the written guidance for protecting children from harm issued by Leeds City Council, Department of Social Services.	4PF095	
The PLH/DPS will liaise with any adult orientated premises close to his/her premises which the Licensee suspects are at risk of admitting underage children from his/her own premises.	4PF096	



Re-Set
90 Kirkgate
Leeds
LS2 7DJ



City Development Department
The Leonardo Building
2 Rossington Street
LEEDS
LS2 8HD

Contact: **Chris Sanderson**
Tel: 0113 2478216
Fax: 0113 2478230

Your Ref:
Our Ref: Licence Applications

Date 14th September 2010

Dear Sir/Madam,

Subject: APPLICATION FOR PREMISES LICENCE

PART A

Thank you for submitting your application for licensed activities at:

Name of venue:- Re-Set

Address:- 90 Kirkgate, Leeds, LS2 7DJ.

We write to inform you we shall be objecting to your application and a copy of this letter will be sent to the Licensing Authority.

The premises were granted planning permission for the change of use of vacant premises to Arabic Café Lounge in August 2004. A condition was placed on the planning approval that stipulates that the use of the premises shall only be carried out by Mr B Aliane. The Premises License application is for the use of the premises as a hot food take away which does not have planning permission.

The City Development Department objects to the granting of a Premises License in the terms as applied for due to noise and disturbance being caused to nearby residential occupiers as a result of the comings and goings of motor vehicles, the resulting noise generated outside the premises in close proximity to residential properties and from the activities taking place within the building at the times specified. It is considered that the use of the premises as a hot food take away would conflict with the Licensing objective of preventing public nuisance.



The City Development Department considers that the use of the premises as a hot food take away and in particular the operating hours proposed are unlikely to be acceptable and that a Premises Licence should not be granted for this particular use of the premises.

Yours sincerely

Chris Sanderson
Principal Compliance Officer



Mr Mohamad Al Toni
49 Wyther Park Road
Leeds
LS12 2RX



Environmental protection team
Leeds City Council
Kent Road
Pudsey
Leeds
LS28 9BN

Contact: M Bird
Tel: 0113 2146246
Fax:

Our reference: PREM/02937
14 September 2010

Dear Mr Al Toni

Licensing Act 2003

Name of Premises: Re-Set

Address: 90 Kirkgate, Leeds, LS2 7DJ

Thank you for submitting your application for the above premises.

Leeds City Council's health and environmental action service (HEAS) is of the opinion that your application contains insufficient information about how you intend to meet the licensing objective of the prevention of public nuisance. We therefore confirm that we are submitting a formal objection to your application.

However you could meet this objective by incorporating certain identified measures within your operating schedule. Therefore, please find enclosed a document which at part 1 contains the suggested measures which we consider are proportionate and appropriate to the nature of your application.

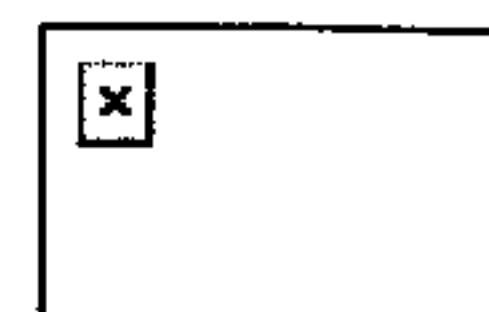
If you are in agreement with the suggested measures then please complete and sign part 2 of the enclosed form and return the complete document to me as soon as possible. Once we receive this it will be taken that you wish the licensing authority to amend your operating schedule to incorporate the proposed measures. If you have any questions please do not hesitate to contact me.

If you disagree with the suggested measures, then please complete part 3 and return the complete document to me as soon as possible.

I have also been informed by Planning Services that the premises may not have planning permission for use as a takeaway, which you specified in your application. Therefore, I must advise you that the Licensing Panel could take this into consideration when determining any application and may be minded to refuse this application. If you wish to discuss this matter further please contact the development enquiry centre 0113 222 4409.

Yours sincerely

M Bird



PART 1

To be completed by the responsible authority

Leeds City Council's Health and Environmental Action Service Proposed Controlled Measures under the Licensing Act 2003

Name of Premises: Re-Set

Address: 90 Kirkgate, Leeds, LS2 7DJ

Premises Summary

The application premises is situated in Leeds city centre in a mixed commercial and residential area. The nearest residential flats are directly in front of the application premises, approximately 10 metres away.

The application is to provide late night refreshment until 05.00am each morning, with no regulated entertainment or supply of alcohol. The submitted application indicates that the premises operates as a takeaway, with limited seating for customers on the ground floor. However, I understand there is significant additional seating for patrons on the other floors of the premises. In addition, this Department has recently received a complaint from a local residential occupant about loud music coming from the premises and also noise from patrons coming and going late at night.

Due to the very close proximity of residential flats, the proposed activity and opening hours have the potential to result in public nuisance to occupants of nearby noise sensitive premises. This potential for disturbance is greatly increased if the premises operates as it has been previously, or if there are a large number of customers during the early hours of the morning.

Having considered the application under the Licensing Act 2003 for the above premises, the Leeds City Council's health and environmental action service considers that the following measures are proportionate and necessary in order to promote the following licensing objective:

- Prevention of public nuisance

Noise and Vibration

1. The hours of provision of late night refreshment at the premises shall be limited to 23.00 to 00.00.
2. The opening hours of the premises shall be limited to 08.00 to 00.00.
3. The Licence Holder will ensure that patrons arrive and leave the premises in a manner which does not cause public nuisance to nearby residents and businesses in the vicinity.

4. Clear and legible notices will be displayed at exits 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.

Signed:

Dated:

PART 2

To be completed by the applicant or applicant's representative

Consent for Proposed Controlled Measures under the Licensing Act 2003

Name of Premises: Re-Set
Address: 90 Kirkgate, Leeds, LS2 7DJ

I / We

confirm that I am / we are the applicant / the applicant's representative (*delete as appropriate*) for the premises as stated above.

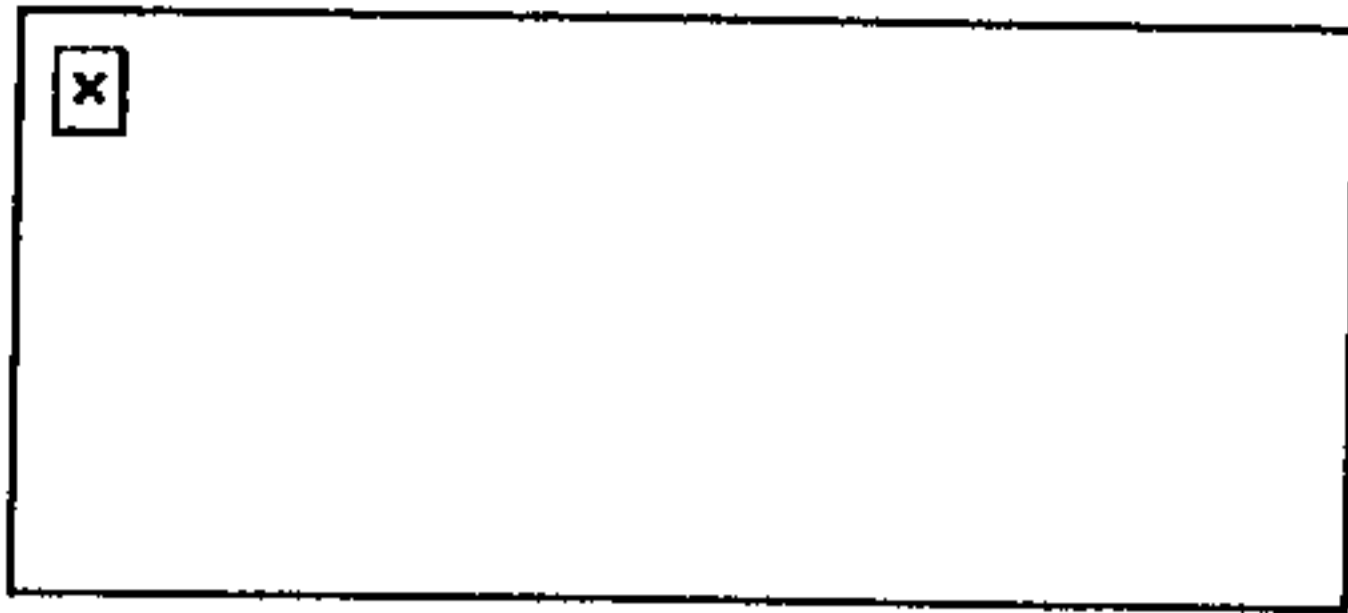
In signing this document I / we agree with the measures proposed by Leeds City Council's health and environmental action service, and we provide our consent for the licensing authority to incorporate the said measures into the operating schedule for the stated premises.

Signed:

Dated:

Please return this document to:

Environmental protection team
Leeds City Council
Kent Road
Pudsey
Leeds
LS28 9BN



Licensing Department
Millgarth Police Station
Millgarth Street
Leeds
LS2 7HX

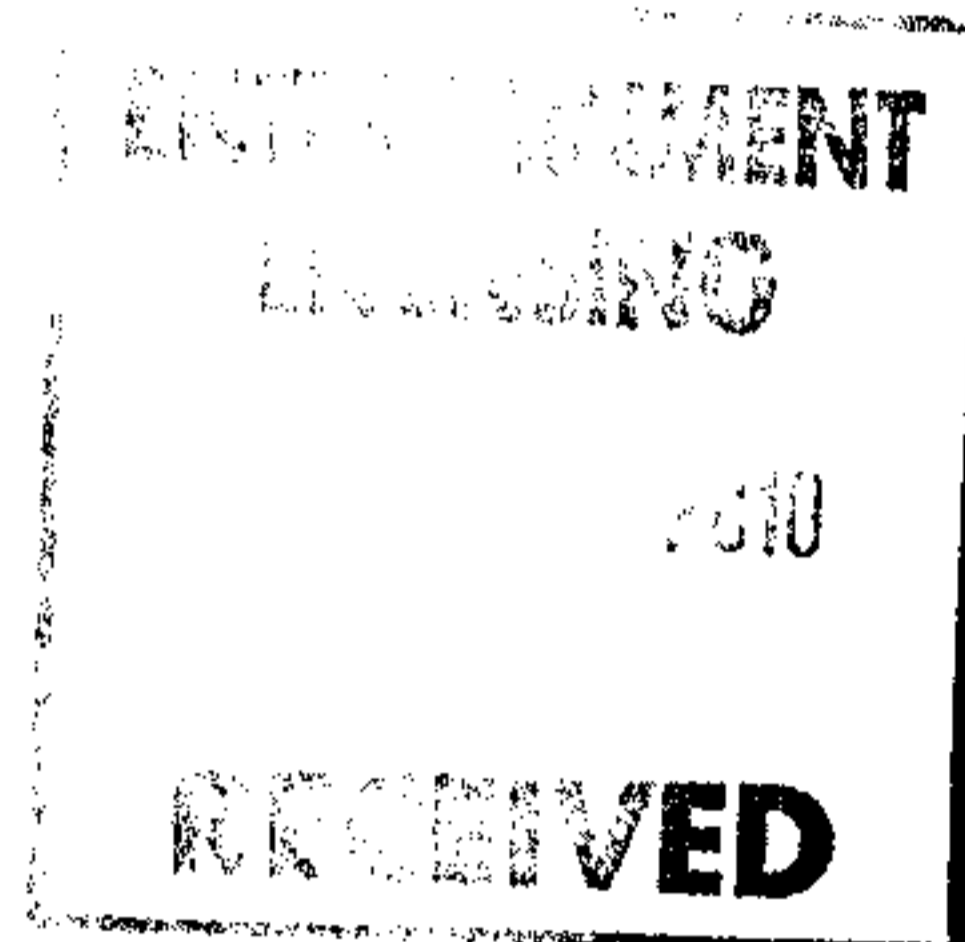
CA - City & Holbeck

Tel: 0113-2413072
Fax: 0113-2413123
Email:
catherine.arkle@westyorkshire.pnn.police.uk
Website:

Your ref:
Our ref:

14th September 2010

Mohammed Al Toni
c/o Re-Set
90, Kirkgate
Leeds
LS2 7DJ



cc. Entertainment Licensing Section. Leeds City Council, Civic Hall, Leeds. LS1 1UR

RE: RE-SET, 90, KIRKGATE, LEEDS, LS2 7DJ
APPLICATION FOR A PREMISES LICENCE – LICENSING ACT 2003
POLICE – LETTER OF OBJECTION

Thank you for submitting the application for the above mentioned premises, which we received at this address on 20th August 2010.

Kirkgate, where the premises are situated, falls within the 'Cumulative Impact Area' as designated by Leeds City Council in their statement of licensing policy 2008-2010.

In this policy the following is stated:

“ It is also the council's policy on receipt of relevant representations to refuse applications for new premises seeking a licence to provide hot food between 11.00pm and 5.00am where the food is purchased to take away from the premises as opposed to premises where the food is to be consumed on the premises and whilst patrons are seated at tables provided for that purpose.”

Yours is a new application for a premises licence where the food is to be predominantly taken away from the premises, and the hours applied for (23:00 until 05:00) would effectively allow for a 24 hour operation. On page 4 of the application you describe the premises as a 'takeaway' with a 'small seating area'.

The Kirkgate area of Leeds City Centre is deservedly named as part of the Cumulative Impact Area. It suffers from above average reports of drunkenness, anti-social behaviour, violence and public order

NOT PROTECTIVELY MARKED

problems, statistics of which have been presented to Leeds City Council and upon which the designated areas are decided. West Yorkshire Police are under no further obligation to provide evidence of this.

Takeaway premises in this area will attract customers leaving the licensed premises in the early hours of the morning. Doorstaff at the nightclubs encounter problems on a regular basis dealing with inebriated customers and it is my view that staff at a takeaway will be ill equipped to deal with the level of violence which is often displayed. Whilst we accept that the late night takeaways do not sell alcohol, they do attract inebriated persons from nearby clubs and bars, resulting in higher than average violent crime associated with their premises. Late night refreshment premises are well known for being 'flash points' of violence where people come together and the confrontations lead to violence.

I would also draw your attention to the guidance under Section 182 of the Licensing Act 2003 (Section 13.29) which states "The effect of adopting a special policy of this kind is to create a rebuttable presumption that applications for new premises licences or club premises certificates or variations that are likely to add to the existing cumulative impact will normally be refused, following relevant representations, unless the applicant can demonstrate in their operating schedule that there will be no negative cumulative impact on one or more of the licensing objectives."

There is nothing in your application which convinces West Yorkshire Police that you will be promoting the Licensing Objectives. In the 'crime and disorder' section of the risk assessment pro-forma you have ticked only 1 box which promises to have a CCTV system in place. I outline below which further measures we feel should be adopted in order for you to be approaching the required standard of operation in the Cumulative Impact Area.

Conditions / Crime Prevention Measures to read-:

- **The siting and standard of the CCTV system will be agreed with WYP 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.**
- **CCTV security footage will be made secure and retained for a minimum period of 31 days time to the satisfaction of WYP.**
- **Staff must be trained in the downloading of footage to allow for immediate production of requested footage to a police officer.**
- **There shall be a communication link via radio to other venues in the city centre. This shall be the system recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police.**
- **Such communication link will be kept in working order at all times when licensable activities are taking place.**
- **The premises must employ at least 2 SIA registered door staff to be on duty from 23:00hrs until the premises close.**

However, we also have real concerns regarding the amount of intelligence entries on our computer system which are connected to your premises whilst it is operating outside late night refreshment hours,

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

which lead us to believe that there would be even more should it be able to operate throughout the night on a regular basis, therefore undermining the crime prevention objective.

In 2009 there are 4 intelligence entries relating to your premises. In 2010 there has been a marked increase in intelligence and we currently have 11 entries connected with your premises relating to drugs, anti-social behaviour, children frequenting the premises and anecdotal evidence from other shop keepers concerned about the effect your premises has on their businesses. I am hopeful that other operators in the immediate area will be willing to provide statements regarding your premises. Two other operators on Kirkgate have spoken directly to the police about problems they are experiencing, they say, as a result of your premises. These problems include drugs, nuisance groups of children congregating in and outside your premises, litter, and vomit and urine in their shop doorways.

It is therefore the opinion of West Yorkshire Police that your application contains insufficient information on how you will achieve the licensing objectives. We cannot be satisfied that, if granted, the new premises licence and hours applied for would not adversely affect crime and disorder in the locality and we would urge the Licensing Authority to refuse this application outright.

Yours sincerely,

Cath Arkle
Licensing Officer

NOT PROTECTIVELY MARKED