

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

## 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 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 (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	
The former St Margaret's Church, Cardigan Road	
Post town    Leeds	Post code    LS6 1LJ

Telephone number of premises (if any)

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Non domestic rateable value of premises

£    Zero rated - Place of worship
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### Part 2 – Applicant Details

Please state whether you are applying for the licence as:

- Please tick ☒ yes
- |   |   |
|---|---|
| a) an individual or individuals*                | <input type="checkbox"/> please complete section (A)            |
| b) a person other than an individual*           |   |
| i. as a limited company                         | <input checked="" type="checkbox"/> please complete section (B) |
| ii. as a partnership                            | <input type="checkbox"/> please complete section (B)            |
| iii. as an unincorporated association or        | <input type="checkbox"/> please complete section (B)            |
| iv. other (for example a statutory corporation) | <input type="checkbox"/> please complete section (B)            |
| c) a recognised club                            | <input type="checkbox"/> 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 in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

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

Please tick ☒ yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☒
- I am making the application pursuant to a
  - Statutory function or ☐
  - A function discharged by virtue of Her Majesty's prerogative ☐

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other title (for example, Rev) <input type="checkbox"/>
Surname		First names		
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>		

Please tick ☒ yes

I am 18 years old or over ☐

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

**SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other title (for example, Rev) <input type="checkbox"/>
Surname		First names		
<input type="text"/>		<input type="text"/>		

Please tick ☒ yesI am 18 years old or over ☐Current postal address  
if different from  
premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

**(B) OTHER APPLICANTS**

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

Name	Left Bank Leeds CIC
Address	4 Spring Grove Walk, Leeds, LS6 1RR
Registered number (where applicable)	Co No: 7827235
Description of applicant (for example, partnership, company, unincorporated association etc.)	Community Interest Company
Telephone number (if any)	07869 107647 (Vik Banks)
E-mail address (optional)	whats happening@leftbankleeds.org.uk

### Part 3 Operating Schedule

When do you want the premises licence to start?

Day		Month		Year			
0	1	0	4	2	0	1	2

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

Day		Month		Year			

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

The premises is a Grade II\* listed church building. It is a large hall, with a front porch area and two small storage rooms at the back. There is a balcony area at one end of the building and a garden in front of the building.

The building is used as a multi-purpose space by the local community and the range of licensed activities we have applied to hold, reflects the range of use. We do not intend to carry out any one of these activities every day of every week, but the licence will allow us the flexibility to use the space in these ways both for our own programmed events and for activities put on by members of the community.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

N/A

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)

Please tick ☒ yes

#### Provision of regulated entertainment

- a) plays (if ticking yes, fill in box A) ☒
- b) films (if ticking yes, fill in box B) ☒
- c) indoor sporting events (if ticking yes, fill in box C) ☒
- d) boxing or wrestling entertainment (if ticking yes, fill in box D) ☐
- e) live music (if ticking yes, fill in box E) ☒
- f) recorded music (if ticking yes, fill in box F) ☒
- g) performance of dance (if ticking yes, fill in box G) ☒
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) ☐

#### Provision of entertainment facilities for:

- i) making music (if ticking yes, fill in box I) ☒
- j) dancing (if ticking yes, fill in box J) ☒
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K) ☐

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

☒

Sale by retail of alcohol (if ticking yes, fill in box M)

☒

In all cases complete boxes N, O and P

# A

<b>Plays</b> Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)		Indoors <input type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)  Hirers utilising the space and the left bank programming group could use it for the presentation of live theatre events.		
Mon	10:00	23:00			
Tue	10:00	23:00	<b>State any seasonal variations for performing play</b> (please read guidance note 4)		
Wed	10:00	23:00			
Thur	10:00	23:00	<b>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</b> (please read guidance note 5)  Outdoor presentation will finish by 22:00		
Fri	10:00	01:00			
Sat	10:00	01:00			
Sun	10:00	23:00			

# B

<b>Films</b> Standard days and timings (please read guidance note 6)			Will the exhibition of a films take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)		Indoors <input checked="" type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)  Local or community film societies could book the space or the Left Bank Committee could arrange film screenings - content could range from mainstream to art-house, student work or artist film and video. "Any films showings would be in consultation with the Hyde Park Picture House and could include films shown as part of the Leeds International Film Festival."		
Mon	10:00	23:00			
Tue	10:00	23:00	<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 4)		
Wed	10:00	23:00			
Thur	10:00	23:00	<b>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</b> (please read guidance note 5)		
Fri	10:00	01:00			
Sat	10:00	01:00			
Sun	10:00	23:00			

## C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b>Please give further details</b> (please read guidance note 3)  It is not anticipated that sporting events will make a large part of the activity but indoor bowls / darts etc could be activities sought out by the community.
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for indoor sporting events</b> (please read guidance note 4)
Mon	10:00	23:00	
Tue	10:00	23:00	
Wed	10:00	23:00	
Thur	10:00	23:00	
Fri	10:00	01:00	<b>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list.</b> (please read guidance note 5)
Sat	10:00	01:00	
Sun	10:00	23:00	

## D

<b>Boxing or wrestling entertainment</b> Standard days and timings (please read guidance note 6)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)</b>	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 3)	
Tue				
Wed			<b>State any seasonal variations for the boxing or wrestling entertainment</b> (please read guidance note 4)	
Thur				
Fri			<b>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.</b> (please read guidance note 5)	
Sat				
Sun				

## E

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)</b>	<b>Indoors</b>	<input type="checkbox"/>
				<b>Outdoors</b>	<input type="checkbox"/>
				<b>Both</b>	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3) Live music will range from ensembles playing at weddings through to events staged by independent promoters and the left bank organisation.		
Mon	10:00	23:00			
Tue	10:00	23:00			
Wed	10:00	23:00	<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
Thur	10:00	23:00			
Fri	10:00	01:00			
Sat	10:00	01:00	<b>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.</b> (Please read guidance note 5)  New Years Eve events could run until 02:00 and Bank Holiday Sundays until 01:00.		
Sun	10:00	23:00			
			un-amplified sound (such as a string ensemble or brass band, or a singer with guitar) would be permissible outside until 22:00		

## F

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)</b>	<b>Indoors</b>	<input checked="" type="checkbox"/>
				<b>Outdoors</b>	<input type="checkbox"/>
				<b>Both</b>	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3) This could be background ('setting') music at events, DJs at wedding receptions, the venue timings are designed to limit the interest from 'club night' promoters.		
Mon	10:00	23:00			
Tue	10:00	23:00			
Wed	10:00	23:00	<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 4)  New Years Eve events could run until 02:00 and Bank Holiday Sundays until 01:00.		
Thur	10:00	23:00			
Fri	10:00	01:00			
Sat	10:00	01:00	<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list.</b> (please read guidance note 5)		
Sun	10:00	23:00			

## G

<b>Performance of dance</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of dance take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)</b>		<b>Indoors</b> <input type="checkbox"/>
					<b>Outdoors</b> <input type="checkbox"/>
					<b>Both</b> <input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here (please read guidance note 3)</b> Hirers utilising the space could use it for the presentation of live dance events. Some events may be promoted by the Left Bank organisation.		
Mon	10:00	23:00			
Tue	10:00	23:00			
Wed	10:00	23:00	<b>State any seasonal variations for the performance of dance (please read guidance note 4)</b>		
Thur	10:00	23:00			
Fri	10:00	01:00			
Sat	10:00	01:00	<b>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list. (please read guidance note 5)</b> New Years Eve events could run until 02:00 and Bank Holiday Sundays until 01:00.		
Sun	10:00	23:00	- Outdoors may be used on occasions for unusual or special events - Light Night Leeds for example.		

## H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			<b>Please give a description of the type of entertainment you will be providing</b>		
			<b>Will the entertainment take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)</b>		<b>Indoors</b> <input checked="" type="checkbox"/>
					<b>Outdoors</b> <input type="checkbox"/>
					<b>Both</b> <input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here (please read guidance note 3)</b> circus, comedy, magicians, cabaret, book readings literature festivals etc.		
Mon	10:00	23:00			
Tue	10:00	23:00			
Wed	10:00	23:00	<b>State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)</b>		
Thur	10:00	23:00			
Fri	10:00	01:00			
Sat	10:00	01:00	<b>Non standard timings. Where you intend to use the premises for the 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)</b>		
Sun	10:00	23:00			



<b>Provision of facilities for making music</b> Standard day and timings (please read guidance note 6)			Please give a description of the facilities for making music you will be providing the venue will be equipped with a PA system that can be utilised by live bands.		
			Will the facilities for making music be indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)  Drumming workshops, Music groups, Singing Workshops, Scratch Choirs, etc etc.		
Mon	10:00	23:00			
Tue	10:00	23:00			
Wed	10:00	23:00			
Thur	10:00	23:00			
Fri	10:00	01:00			
Sat	10:00	01:00			
Sun	10:00	23:00			
			State any seasonal variations for the provision of facilities for making music (please read guidance note 4)		
			Non standard timings. Where you intend to use the premises for the 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)		

<b>Provision of facilities for dancing</b> Standard timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)		
			Will the facilities for dancing be indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	10:00	23:00			
Tue	10:00	23:00			
Wed	10:00	23:00			
Thur	10:00	23:00			
Fri	10:00	01:00			
Sat	10:00	01:00			
Sun	10:00	23:00			
			State any seasonal variations for providing dancing facilities (please read guidance note 4)		
			Non standard timings. Where you intend to use the premises for the provision of facilities for dancing at different times to those listed in the column on the left, please list. (please read guidance note 5)  New Years Eve events could run until 02:00 and Bank Holiday Sundays until 01:00.		

# K

<b>Provision of facilities for entertainment of a similar description to that falling within I or J</b> Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment facility you will be providing																															
<table border="1"> <thead> <tr> <th>Day</th> <th>Start</th> <th>Finish</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td></td> <td></td> </tr> <tr> <td>Tue</td> <td></td> <td></td> </tr> <tr> <td>Wed</td> <td></td> <td></td> </tr> <tr> <td>Thur</td> <td></td> <td></td> </tr> <tr> <td>Fri</td> <td></td> <td></td> </tr> <tr> <td>Sat</td> <td></td> <td></td> </tr> <tr> <td>Sun</td> <td></td> <td></td> </tr> </tbody> </table>			Day	Start	Finish	Mon			Tue			Wed			Thur			Fri			Sat			Sun			Will the entertainment facility be place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	<table border="1"> <tr> <td>Indoors</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Outdoors</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Both</td> <td><input type="checkbox"/></td> </tr> </table>	Indoors	<input type="checkbox"/>	Outdoors	<input type="checkbox"/>	Both	<input type="checkbox"/>
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State any seasonal variations for the provisions of facilities for entertainment of a similar description to that falling within I or J (please read guidance note 4)																																		
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. (please read guidance note 5)																																		

# L

<b>Late night refreshment</b> 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 <input checked="" type="checkbox"/> (please read guidance note 2)																														
<table border="1"> <thead> <tr> <th>Day</th> <th>Start</th> <th>Finish</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td></td> <td></td> </tr> <tr> <td>Tue</td> <td></td> <td></td> </tr> <tr> <td>Wed</td> <td></td> <td></td> </tr> <tr> <td>Thur</td> <td></td> <td></td> </tr> <tr> <td>Fri</td> <td></td> <td></td> </tr> <tr> <td>Sat</td> <td></td> <td></td> </tr> <tr> <td>Sun</td> <td></td> <td></td> </tr> </tbody> </table>			Day	Start	Finish	Mon			Tue			Wed			Thur			Fri			Sat			Sun			<table border="1"> <tr> <td>Indoors</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Outdoors</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Both</td> <td><input checked="" type="checkbox"/></td> </tr> </table>	Indoors	<input type="checkbox"/>	Outdoors	<input type="checkbox"/>	Both	<input checked="" type="checkbox"/>
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State any seasonal variations for the provision of late night refreshment (please read guidance note 4)																																	
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. (please read guidance note 5)																																	

# M

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption on or off the premises or both – please tick <input checked="" type="checkbox"/> (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon	10:00	23:00			
Tue	10:00	23:00			
Wed	10:00	23:00			
Thur	10:00	23:00	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)  New Years Eve events could run until 02:00 and Bank Holiday Sundays until 01:00.		
Fri	10:00	01:00			
Sat	10:00	01:00			
Sun	10:00	23:00			

<b>State the name and details of the individual whom you wish to specify on the licence as premises supervisor</b>	
Name	
Address	NB - PREM 10 being completed by Left Bank Leeds CIC.
Postcode	
Personal licence number (if known)	
Issuing 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)**

We may occasionally screen films with a certificate of 15 or 18.

The content of some performances or art exhibitions may be inappropriate for young children and will be carefully advertised and controlled.

## O

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4)
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<p><b>Non standard timings. Where you intend to open the premises to be open to the public at different times from those listed in the column on the left, please list.</b>          (please read guidance note 5)</p> <p>Please note the venue is not open to the public for the same hours every day; opening times vary according to the activities taking place. These include non-licensed activities, such as church services or rehearsals, as well as licensed activities.</p> <p>New Years Eve events could run until 02:00 and Bank Holiday Sundays until 01:00.</p>
<b>Mon</b>	10:00	23:30	
<b>Tue</b>	10:00	23:30	
<b>Wed</b>	10:00	23:30	
<b>Thur</b>	10:00	23:30	
<b>Fri</b>	10:00	01:30	
<b>Sat</b>	10:00	01:30	
<b>Sun</b>	10:00	23:30	

## **P**

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

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

See attached

**b) The prevention of crime and disorder**

See attached

**c) Public safety**

See attached

**d) The prevention of public nuisance**

See attached

**e) The protection of children from harm**

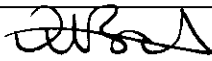
Please tick ☒ Yes

- I have made or enclosed payment of the fee ☒
- I have enclosed the plan of the premises ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable ☒
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable, **PREM 10** ☒
- 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 UP TO LEVEL 5 ON THE STANDARD SCALE 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	
Date	02/03/12
Capacity	DIRECTOR / PROJECT MANAGER

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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 address for correspondence associated with this application** (please read guidance note 19)

Vik Banks  
Correspondence address for the charity is:  
4 Spring Grove Walk

Post town Leeds	Post code LS6 1RR
Telephone number (if any) 07869 107647	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) whatshappening@leftbankleeds.org.uk	



ENTERTAINMENT LICENSING

02 MAR 2012

RECEIVED

**PREM10**

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

**Application for the mandatory alcohol condition under  
the Licensing Act 2003 requiring a Designated Premises Supervisor  
in respect of a premises licence to be disappplied**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of this 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 in written black ink. Use additional sheets if necessary.

Once completed please give your application to Leeds City Council, Entertainment Licensing, Civic Hall, Leeds, LS1 1UR. You may wish to keep a copy of the completed form for your records.

We, the directors of LEFT BANK LEEDS CIC, being a board or committee of individuals with responsibility for the management of the community premises described in Part 1 below, and being the applicant for a premises licence/premises licence holder *[delete as applicable]* in respect of those premises apply for the condition referred to in section 19(4) of the Licensing Act 2003 to be included in the licence instead of the conditions referred to in section 19(2) and (3) of the said Act (see guidance note 2).

**Part 1 – Community premises details**

Name of premises Left Bank Leeds	
Postal address of premises or, if none, ordnance survey map reference, or description  The former St Margaret's church, Cardigan Rd	
Post town LEEDS	Post code LS6 1LJ

Telephone number at premises (if any)

Premises licence number (if applicable)

Brief description of premises and the composition of the committee or board of individuals with responsibility for the management of the premises (please see guidance note 3)

The premises is a Grade II\* listed church building. It is a large hall, with a front porch area and two small storage rooms at the back. There is a balcony area at one end of the building and a garden in front of the building.

The premises are managed by the directors of the Community Interest Company. These are Mrs Emma King, Mr Michael Love, Mrs Giselle Shaw, Ms Vik Banks and Rev Simon Hall. Additional volunteers make up a wider steering group, including: Mrs Patti Lunniss, Ms Jennie Beaumont, Mrs

Anna Hall, Mr Ben Walmsley and Mr Graham Coatman. A small staff provides day-to-day management and caretaking.

The church was built by local subscription for the local community and a priority for the steering group is to ensure that the building continues to be available to the local community as a place of worship and for both private and public functions, including weddings, music events, charitable activities and art exhibitions. The steering group have been involved in the renovation of the building, since it was acquired by a local trust in 2002. Use of the building since renovation has been by the local community of long term residents, students and the artistic and creative community.

Please describe how you will ensure that alcohol sales are properly supervised and what arrangements you have in place (if any) for hiring out the premises (please see guidance note 4)

Whenever alcohol is being sold on the premises, whether at public or private hire events, an authorised duty manager will be present to supervise on behalf of the steering group. Our hire procedure takes into account the anticipated number of guests and the type of event, so that we can provide appropriate bar and door staff. We have policies to cover the 4 licensing objectives, as set out in our premises licence application.

## Part 2 – Applicant details

Please tick ✓ yes

We are the premises licence holder

☐

Contact phone number in working hours (if any)

07869 107647 (Vik Banks)

Email address (optional)

[whatshappening@leftbankleeds.org.uk](mailto:whatshappening@leftbankleeds.org.uk)

Current address (if different from premises address)

Correspondence address for the CIC is  
4 Spring Grove Walk

Post town LEEDS

Post code LS6 1RR

Telephone number (if any)

## Enclosures

Please tick ✓ yes

I have enclosed the premises licence

☐

I have enclosed the relevant part of the premises licence

☐

This form accompanies a new premises licence application

☒

If you are varying an existing licence and have not ticked one of the first two boxes above, please explain why in the box below.



**Reasons why you have failed to enclose the premises licence or relevant parts**

**Any further information to support your application**

The CIC registration number is 7827235; any profit from the company can only be used to further the aims of the CIC (arts, education, community activities, preservation and use of the building as a community and heritage asset) or be passed to the charity which owns the premises, the Word of Life Trust, charity no 1086843 to support the charity's very similar objects. (NB. The charity will be renamed as the Antioch Trust during 2012).

Left Bank Leeds recently won a national 2011 Heritage Angels Award for the volunteering and community involvement which has brought the building back into use. The award was made by English Heritage and the Andrew Lloyd Webber Foundation and is a great encouragement to develop the building as a community asset for the local area.

**CHECKLIST**

Please tick ✓ yes

If applying to remove the mandatory requirements from an existing premises licence that already authorises alcohol sales

- I have made or enclosed payment of the fee ☐
- I have included documents (if available) which identify the premises and how it is managed ☐
- I have included copies of any hiring agreement ☐
- I have sent a copy of this application to the chief officer of police ☐
- I understand that if I do not comply with the above requirements my application will be rejected ☐

If applying alongside a new application or variation for a permission to allow alcohol sales

- This application accompanies a new premises licence application
- I have enclosed the premises licence or relevant part of it or provided an explanation ☒
- 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 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

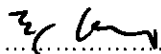
## Part 3 – Signatures (see guidance note 5)

**Signature of applicant. Please provide two signatories of members of the management committee stating in what capacity they represent the premises licence holder.**

First Signature ..... 

Date ..... 02/03/12

Capacity: ..... DIRECTOR / PROJECT MANAGER

Second Signature ..... 

Date ..... 02/03/12

Capacity: ..... DIRECTOR

Contact name (where not previously given) and address for correspondence associated with this application.

Post Town

Post Code

Telephone number (if any)

If you would prefer us to correspond with you by email your email address (optional)

## **Left Bank Leeds Site Plans. – FEB 2012**

As a heritage building undergoing various renovations there is not a final operating plan yet. The following notes and plans provide the basic information required.

Please note that the safe operation of the venue is facilitated through policy and practice in circumstances where the 'ideal' infrastructure has not yet been fitted.

### **Fire Exits**

There are 2 fire exits in addition to the main door, one is through the robing room opposite back corner to the vestry and the other is to the right of the front door [as you face the building from outside].

The building does not have maintained emergency lighting at the moment.

The venue has luminous fire exit signs above doorways to the fire exits in the main hall and also above the actual exits.

Stewards are issued with 'emergency' torches during evening events

### **Alarms**

No fire alarm at the moment – the duty manager accesses a portable air horn for evacuation.

Torches and steward jackets are at both fire exits and on the left as you enter hall.

### **Fire extinguishers**

by the front Fire exit [r'hand side as you look at the door] 9ltr water + 2kg CO2

by front entrance [r;hand side as you look at the door] 9ltr water +2kg Co2.

by rear fire exit [r'hand side as you look at the door] 9ltr water +2kg CO2.

On upper walkway behind organ [r hand side ] 2kg CO2.

### **First Aid**

First aid boxes are on the left as you enter the hall.

### **Toilets**

Public toilets are marked on the plan to the left of main entrance

### **Steps / Levels**

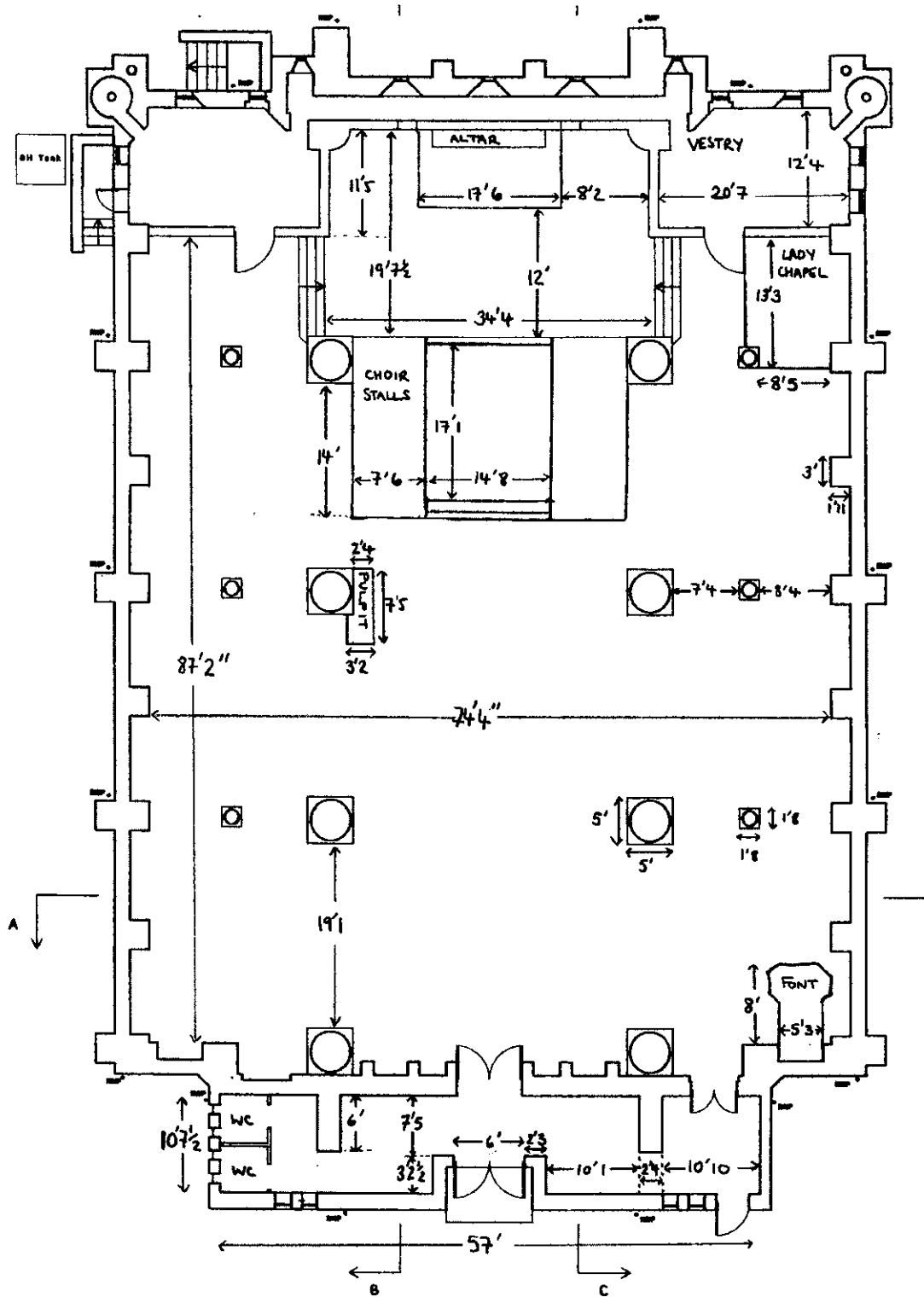
There are 2 low steps up to the main entrance we are in the process of having a ramp constructed along with the driveway resurfaced.

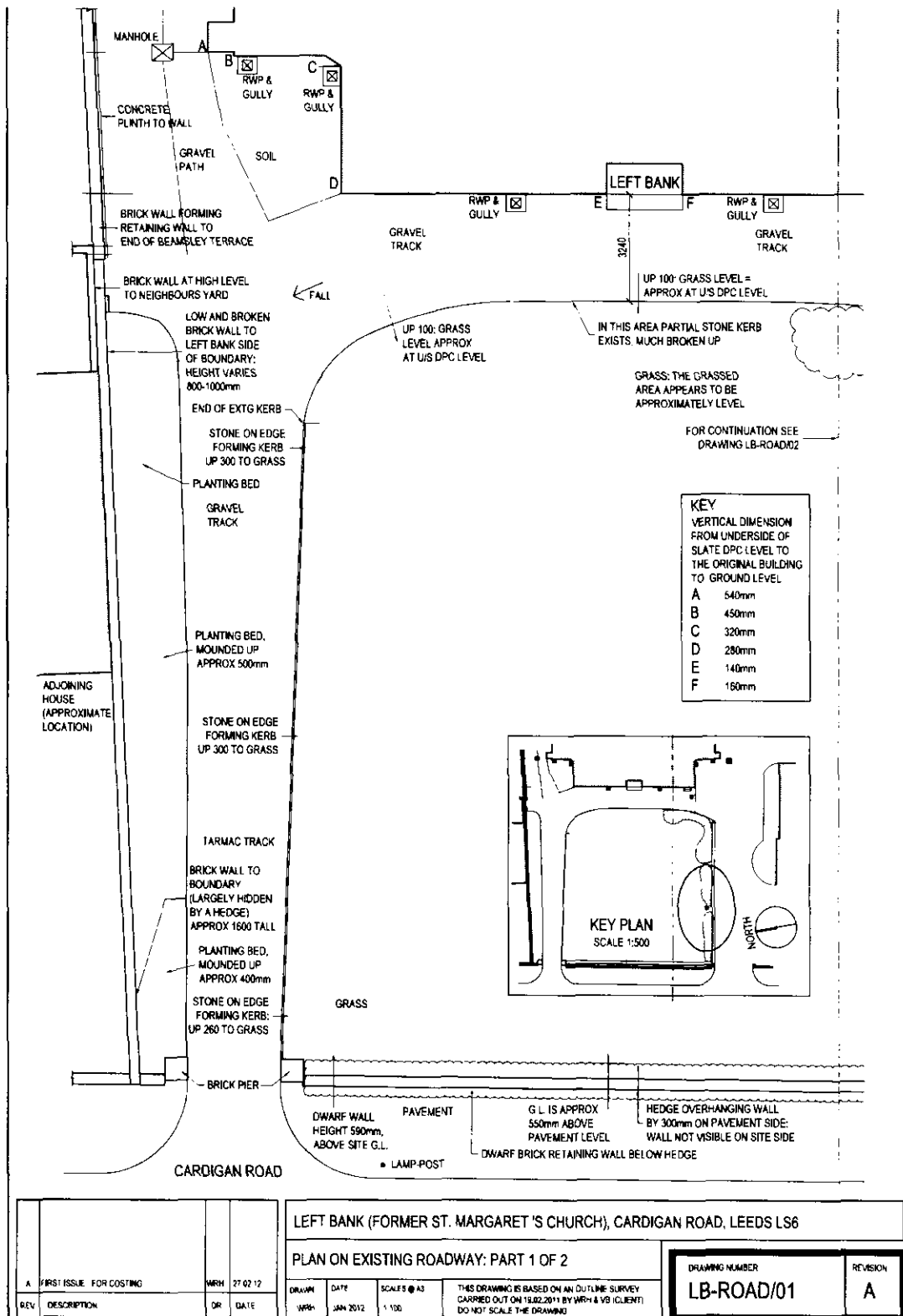
Access to the raised area between the choir stalls is by 3 x 13cm steps giving a height of 39cm. There are then 2 more steps to the raised area in front of the altar they are 13cm steps height of 26cm.

There are 4x 16cm steps going down each side of this raised area giving a height of 64cm. Approaching the altar there is another raised area accessed by 2 x18cm steps.

The Lady chapel is also raised with 2x 12.5cm steps.

There are 2x 12.5 cm steps into the vestry and 2x12.5cm steps into the robing room [opp corner to vestry].







## Promoting the 4 licensing objectives at Left Bank Leeds

February 12

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## **1 General overview**

### **1.1 Introduction and Vision**

In the words of the steering group:

*The former St Margaret of Antioch church building is on Cardigan Rd in Leeds 6, an area a couple of miles from the city centre, close to the universities and to Headingley's famous cricket and rugby grounds. It's not the most attractive building from the outside, so people don't pay it much attention. But ask anyone who's been inside the building and they'll tell you what an amazing and inspiring place it is. It's a big open space with a real wow factor.*

*The building was not in regular use for more than 10 years, but we have begun to bring this great space back to life. Significant repair work has been carried out (2008 – 2011) and though more modern facilities still need to be installed, it is now being used again both for services and for a wide range of arts and community activities.*

*We want it to be a centre for arts and culture that is friendly and full of life – which is why we've called it LEFT BANK LEEDS, after the artistic district of Paris known as the Rive Gauche, (that's Left Bank in French!).*

*Our intention is for Left Bank to be:*

- *a performance and exhibition venue, with top class facilities, which will serve the local artistic community and attract people nationally and internationally to exhibit and perform*
- *a hub for local arts activities for professionals and the community*
- *a unique events venue – for worship, conferences, concerts, weddings and parties*
- *a chilled out meeting place (eventually with a a café)*
- *a space for contemplation and inspiration in our busy city*

### **1.2 Left Bank Ethics**

- Left Bank Leeds is committed to making the building accessible and affordable for local people and local businesses.
- Left Bank Leeds is committed to providing an open-minded environment which encourages a broad range of artistic expression.
- Left Bank Leeds requests all visitors to behave responsibly and with due consideration for other users of the venue and for the heritage of the building.
- Left Bank Leeds is committed to sustainability – over time we will install energy-efficient heating and lighting, using electricity and materials from renewable sources where possible, providing environmentally-friendly, organic and fairly traded products both behind the scenes and for customers.

### **1.3 Left Bank - Who We Are**

The former St Margaret of Antioch building is owned by the Word of Life Trust, charity no 1086843. Left Bank Leeds CIC (company no 7827235) is a community interest company set up to manage the building on behalf of the Word of Life Trust. (NB. The Word of Life Trust will be renamed the Antioch Trust during 2012).

Left Bank is run as a social enterprise. Money made from activities goes into the upkeep of the building and the provision of services and activities for people working in the arts and for the local community.

A volunteer steering group manages the strategy of the organisation. The group is made up of the trustees of the Word of Life Trust, the directors of Left Bank Leeds CIC and other people who have been involved in the development of Left Bank (see Appendix A). The day-to-day life of the building is managed by a small paid staff, supported by volunteers who help at events and provide support and advice to the steering group and staff.



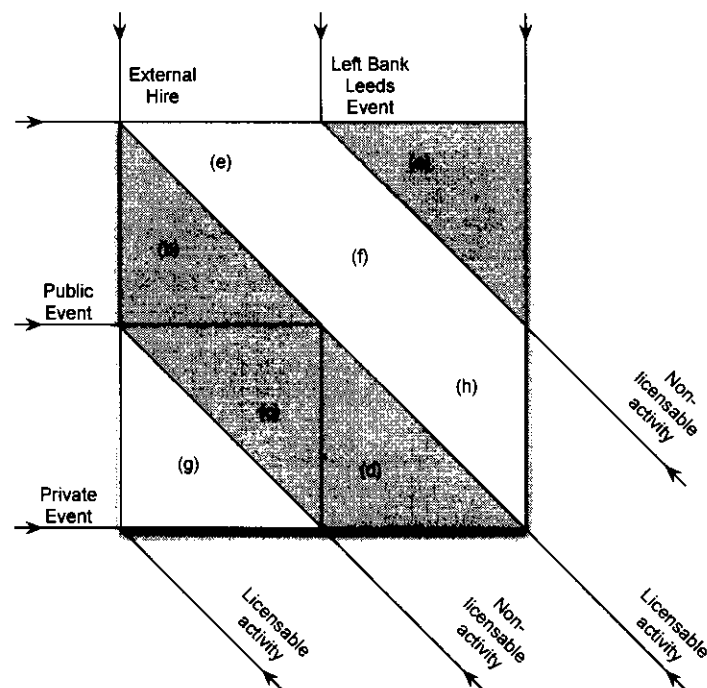
## 1.4 Range of bookings

It is the on-going intention of the organisation for the venue to operate as both a space for hire and as a venue for the organisation's own activities.

Some events will be public and some will be private – ie. there will be events open to anyone to attend and those for invited guests only.

There is also a distinction between events involving licensable activity and those which are non-licensable.

The diagram below shows the intersection of the various quadrants and cites some examples in each case.



### Non-licensable activities:

- a) Is an event run by Left Bank for a public audience but the nature of the event sets it outside licensable activity, such as a church service or a community meeting.
- b) Is an external hire by a third party, hosting an open public event that does not require a licence, such as an art or craft show or exhibition.
- c) Is a non-licensable private activity organised by a third party. This could include events such as an AGM or a child's party.
- d) Is a non-licensable event, run by Left Bank for an invited group rather than the wider public, such as a social event for volunteers.

### Licensable activities:

- e) Is an event requiring a licence, open to the public but organised by a third party hirer of the space. This could be a performance by a band or theatre company or simply an open public meeting which has a bar running.
- f) Is an event requiring a licence, open to the public, organised by Left Bank, such as a wine tasting or real ale festival.
- g) Is a private event requiring a licence, such as a wedding with a pay bar.
- h) Is a private event run by Left Bank, requiring a licence, such as a party for sponsors and supporters, with a pay bar.

The Website <http://www.leftbankleeds.org.uk/main/facil.html> shows some more examples of the types of events encouraged by the organisation.

To fully understand the nature of external events and to ensure the independent organisers are aware of their responsibilities, the following measures are in place:

- 1.4.1 All bookings (public or private, internal or externally booked) must fill in a booking form, which records dates, nature of the event and primary contact person.
- 1.4.2 Any licensable public activity, which is likely to attract larger or 'more lively' audience, particularly events featuring live music or dancing, must also fill in the event risk management pro-forma.

## **1.5 Duty management**

The CIC recognises its responsibilities in responsibly, safely, effectively running a licensed venue.

As a multifaceted community venue, and unlike a club or a pub, many of the activities taking place in the space would not normally require a license to operate.

The CIC is applying the 'community halls' exemption to the requirement for a designated premises supervisor and as such the CIC as a whole adopt the responsibility of the licensee.

Recognising this fact, but acknowledging that the trust currently has limited recourses, the following approach is being adopted to the management of the space to ensure that the trust's responsibilities are effectively upheld.

- 1.5.1 Any licensable activity, private or public and internally organised or an external hire will have a Duty Manager allocated by the CIC.
- 1.5.2 The Duty Manager will have the delegated authority of the CIC and will be trained and registered with the CIC's pool of authorised Duty Managers.
- 1.5.3 The Duty Manager will understand and accept their role and responsibility in upholding the licensing priorities as detailed in this and supporting documents.
- 1.5.4 For non-licensable activities a 'Designated Key-holder' will be agreed and defined in the terms of the hire or understood and agreed in the case of trust run events.
- 1.5.5 The Designated Key-holder will have signed up to an agreed protocol for the use of the space and will understand and accept their responsibilities.
- 1.5.6 A member of the CIC/Steering group will be 'on call' at all times – both the Duty Manager and the Designated Key-holder will know who the 'on call' person is and how to contact them.
- 1.5.7 The 'on call' person will be within easy reach of the venue and able to quickly respond as needed.

## **1.6 Policy and Procedure**

In addition to the details in this document and on the license application, the CIC, as a responsible and ethical organisation, is developing, reviewing and maintaining policy and procedure congruent with running a public organisation.

As the work of the organisation grows and develops the policy and procedure will be under regular review to ensure that the practice and approach still best fits the organisation duty and responsibility.

The Left Bank Leeds Policy Pack details actions to support the upholding of the licensing priorities along with general responsibly running of the organisation.

## **2 The Prevention of crime and disorder**

As a facility established to serve the local area it is hoped that the ethos and approach of the organisation will engender a sense of ownership, support and trust across the range of communities in the neighbourhood.

That said it is also recognised that being a public building with a wide variety of users raises the profile of the site and could make it a target for crime and disorder.

The Left Bank CIC will ensure that it stays up to date with local intelligence around crime and disorder and citywide initiatives and responses.

The Left Bank CIC will ensure that a representative is available to attend periodical meetings with the licensing authority, the West Yorkshire Police and other relevant authorities.

### **2.1 CCTV**

Consultation has taken place with the imaging department at West Yorkshire Police and the officers responsible for licensing in the area.

A suitable CCTV system will be installed as soon as is reasonably possible. After installation, it will be operational on the premises at all times when licensed activities are being carried out.

### **2.2 Designated Premises Supervisor**

As described in 1.5 the DSP role will be fulfilled for licensable activities by a Duty Manager representing the CIC.

### **2.3 Door Supervisor and other security staff**

Under most circumstances when a bar is running in the venue for public events, an SIA registered door staff will be active at the venue. For small events 1 x SIA will be required, with higher levels of cover assessed on a case-by-case basis. For private events, such as weddings, the duty manager will have the delegated authority of the CIC to restrict admittance to guests only.

### **2.4 Drugs and offensive weapons**

Left Bank Leeds will not tolerate the use or carrying of illegal drugs or offensive weapons in the venue or in the external areas on the site.

It is not anticipated that any of Left Bank's own promotions would contain the type of music or cultural references that encourage illegal activities in the realm of drugs or weapons, nor would they generate audiences that are inclined towards such activities.

In the case of independent promoters working on the site where there is a risk that the content of the event or the audience for the event could be aligned with drug and weapon culture – Left Bank Leeds will require additional measures put in place to ensure the safe and smooth running of the event.

### **2.5 Responsible sale of alcohol**

As part of being a good neighbour and an ethically governed organisation the responsible sale of alcohol is a key priority for Left Bank Leeds.

- 2.5.1 The venue will operate under the Challenge 21 Scheme.
- 2.5.2 Stock will be stored in a locked room within the venue.
- 2.5.3 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.
- 2.5.4 At this time it is not anticipated that the venue needs to run a formal exclusion policy – but should it become necessary consultation between the police and the SIA door security contractor will inform the implementation of such a policy.

### **3 Public safety**

In addition to the organisation's operating policies and procedures, the following considerations and measures have been made with specific reference to this licensing priority:

#### **3.1 Management arrangements**

- 3.1.1 Before opening to the public, checks will be undertaken to ensure all access routes to the premises are clear for emergency vehicles and that emergency exit routes are free from the build up of rubbish or obstructions. Regular checks will be undertaken when the premises is open.
- 3.1.2 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.

#### **3.2 General housekeeping**

- 3.2.1 As part of the general renovation and scheduled maintenance of the building the Left Bank CIC will ensure that no part of the building poses an unreasonable threat to the public.

#### **3.3 Refreshments**

- 3.3.1 Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scald or burns.

#### **3.4 First Aid**

- 3.4.1 A suitably trained First Aider or appointed person will be provided at all times when the premises are open for licensable activities – this role will likely be fulfilled by the Duty Manager.

#### **3.5 Special effects**

It is not anticipated that special effects will be in regular use at the venue beyond the use of candles for church services etc. Should stage effects be proposed a risk assessment and a safe operating plan should be prepared.

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

Left Bank Leeds strives to be a good neighbour and intends to remain a welcome addition to the area.

The timings of the licence have been deliberately set to dissuade people from using the venue for club nights or other activities that are likely to cause public nuisance.

Monitoring of the venue's place in the community is a key priority of the CIC.

In addition to the organisation's operating policies and procedures the following measures will be in place:

##### **4.1 Noise and Vibration**

- 4.1.1 Noise from a licensable activity at the premises will be inaudible at the nearest noise sensitive premises after 23.00 hours.
- 4.1.2 Bottles will not be placed in any external receptacle between 11PM and 7AM the following day to minimise noise disturbance to neighbouring properties.
- 4.1.3 The venue's duty manager will ensure patrons use external areas in a manner that does not cause disturbance to nearby residents and business in the vicinity.

##### **4.2 Transport and pedestrian movement**

- 4.2.1 The Duty Manager and any door supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.
- 4.2.2 Telephone numbers for taxi firms/private hire companies will be displayed in a prominent position on the premises.

## **5 The protection of children from harm**

As a mixed-use community venue it is hoped and anticipated that the venue will be well used by young people, mixed age groups as well as intergenerational and family groups.

At a policy level there are considered to be 2 key areas where the organisation has responsibility for the protection and safeguarding of children and vulnerable adults:

- Direct responsibility in activities that Left Bank Leeds organises and delivers.
- Indirect responsibility for external bookings and third party groups' activities in the space.

In addition to the organisation's operating policies and procedures the following considerations have been made with specific reference to this licensing priority:

### **5.1 Entertainment of an adult nature**

The ethos and approach of the venue restricts its use for entertainment of an adult nature.

Openness to full community engagement must not favour activities that are likely to exclude large sections of that community.

Left Bank Leeds retains the right to refuse bookings by independent promoters that are likely to fall into this category.

On occasions when 18 certificate films are being screened or theatre or creative projects that have adult themes are being presented, the following measures will be in place:

- 5.1.1 People under 18 (including staff) will not be admitted to the premises at any time when entertainment with adult themes is being presented.
- 5.1.2 The Duty Manager will provide clear signage that entertainment of an adult nature is occurring which is not suitable for under 18s.

### **5.2 Underage sales of alcohol**

As a community venue there will be occasions when a bar is in operation, for mixed group or family activities for example, and under 18s will be in the venue.

The following measures will be in place on such occasions:

- 5.2.1 The Duty Manager or bar staff will ask for acceptable evidence (as agreed by WYP) from any person appearing to be under the age of 21 who attempts to purchase alcohol at the venue.

### **5.3 Performers under 18**

It is hoped that the venue will be well used by mixed groups for performance, workshops, classes etc

It is unlikely that the venue comes into circumstances where the current Children in Performance Regulations would apply.

The following measures will be in place in circumstances when under 18s are performing at the venue:

- 5.3.1 The Duty Manager (or the organiser of the event in the case of 3<sup>rd</sup> party hires) 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.
- 5.3.2 All supervisors and crew will receive instruction on the fire procedures applicable to the venue prior to the arrival of the children.

#### **5.4 Entertainment and /or facilities specifically provided for children**

The duty manager should put these measures in place or the duty manager should ensure that the measures have been put in place by the third party organising the event:

- 5.4.1 The Duty Manager will ensure that an adult supervisor is stationed in the areas that are occupied by children. The supervisors will be placed in the vicinity of exits to the premises.

#### **5.5 Child protection measures**

In addition to the terms outlined in Left Bank Policy pack the following measures will be operated at a venue level:

- 5.5.1 Left Bank Leeds will perform the necessary background checks including relevant police checks on all potential staff (or key volunteers) who will have regular contact or direct supervision of children, 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 in accordance with the Child Protection Policy.