



**Leeds City Council**  
**Application to vary a premises licence**  
**Licensing Act 2003**

For help contact  
 entertainment.licensing@leeds.gov.uk  
 Telephone: 0113 2474095

\* required information

### Section 1 of 20

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

81352

This is the unique reference for this application generated by the system.

Your reference

Ok Karaoke Variation 1

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

\* First name

Stephen

\* Family name

Hawkins

\* E-mail

steve@oraclebar.com

Main telephone number

01132340418

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader  
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

### Applicant Business

\* Is your business registered in the UK with Companies House?  Yes  No

\* Registration number

05751565

\* Business name

Ok Karaoke Ltd

If your business is registered, use its registered name.

\* VAT number

GB

916452033

Put "none" if you are not registered for VAT.

\* Legal status

Private Limited Company

Continued from previous page...

\* Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

The information given here will be saved and will be pre-filled in future forms.

**Section 2 of 20**

**APPLICATION DETAILS**

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

\* Premises Licence Number

Are you able to provide a postal address, OS map reference or description of the premises?

Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Premises Contact Details**

Telephone number

Non-domestic rateable value of premises (£)

Continued from previous page...

**Section 3 of 20**

**VARIATION**

Do you want the proposed variation to have effect as soon as possible?  Yes  No

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

Describe briefly the nature of the proposed variation

To extend the hours of the licensable activities and to extend the area in which those activities take place.

**Section 4 of 20**

**PROVISION OF PLAYS**

Will the schedule to provide plays be subject to change if this application to vary is successful?  Yes  No

**Section 5 of 20**

**PROVISION OF FILMS**

Will the schedule to provide films be subject to change if this application to vary is successful?  Yes  No

**Section 6 of 20**

**PROVISION OF INDOOR SPORTING EVENTS**

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?  Yes  No

**Section 7 of 20**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?  Yes  No

**Section 8 of 20**

**PROVISION OF LIVE MUSIC**

Continued from previous page...

Will the schedule to provide live music be subject to change if this application to vary is successful?

Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

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Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

Indoors  Outdoors  Both

State 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 unamplified.

Various live music and karaoke events

State any seasonal variations for the performance of live music

Continued from previous page...

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed, above below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 9 of 20**

**PROVISION OF RECORDED MUSIC**

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

Yes                       No

**Standard Days And Timings**

MONDAY

Start   
Start

End   
End

Provide 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.

TUESDAY

Start   
Start

End   
End

WEDNESDAY

Start   
Start

End   
End

THURSDAY

Start   
Start

End   
End

FRIDAY

Start   
Start

End   
End

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

Indoors

Outdoors

Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State 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 unamplified.

Various events playing pre recorded music

State any seasonal variations for playing recorded music.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

## Section 10 of 20

### PROVISION OF PERFORMANCES OF DANCE

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

Yes

No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

Provide 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.

Continued from previous page...

TUESDAY

Start

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Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

Start

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Start

End

SUNDAY

Start

End

Start

End

Will the performance of dance take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State 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 unamplified.

A variety of performances where dance acts may perform

State any seasonal variations for the performance of dance.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed above, list below.

Continued from previous page...

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 11 of 20**

**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

Yes                       No

**Section 12 of 20**

**PROVISION OF FACILITIES FOR MAKING MUSIC**

Will the schedule to provide facilities for making music be subject to change if this application to vary is successful?

Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

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THURSDAY

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Start

End

FRIDAY

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End



Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Provide a description of the type of facilities for making music that will be provided.

Various events where music will be produced

Will the facilities for making music be indoors or outdoors or both?

Indoors       Outdoors       Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State 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 unamplified.

State any seasonal variations for the provision of facilities for making music.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the provision of facilities for making music at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 13 of 20**

**PROVISION OF FACILITIES FOR DANCING**

Will the schedule to provide facilities for dancing be subject to change if this application to vary is successful?

Yes       No

**Standard Days And Timings**

Continued from previous page...

MONDAY

Start 00:01

End 00:00

Start

End

Provide 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.

TUESDAY

Start 00:01

End 00:00

Start

End

WEDNESDAY

Start 00:01

End 00:00

Start

End

THURSDAY

Start 00:01

End 00:00

Start

End

FRIDAY

Start 00:01

End 00:00

Start

End

SATURDAY

Start 00:01

End 00:00

Start

End

SUNDAY

Start 00:01

End 00:00

Start

End

Provide a description of the type of facilities for dancing that will be provided.

Designated and controlled dance floors

Will the facilities for dancing be indoors or outdoors or both?

Indoors       Outdoors       Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State 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 unamplified.

Various customer dancing

**Continued from previous page...**

State any seasonal variations for the provision of dancing facilities.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the provision of facilities for dancing at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 14 of 20**

**PROVISION OF FACILITIES FOR ENTERTAINMENT OF A SIMILAR DESCRIPTION TO THOSE PROVIDED FOR MAKING MUSIC OR DANCING**

Will the schedule to provide facilities similar in nature to those provided for making music or dancing be subject to change if this application to vary is successful?

Yes                       No

**Section 15 of 20**

**PROVISION OF LATE NIGHT REFRESHMENT**

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

Yes                       No

**Section 16 of 20**

**SUPPLY OF ALCOHOL**

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

Provide 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.

Continued from previous page...

WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

Start  End   
Start  End

Will the sale of alcohol be for consumption?

- On the premises     Off the premises     Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 17 of 20

ADULT ENTERTAINMENT

Continued from previous page...

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Provide 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 etc gambling machines etc.

**Section 18 of 20**

**HOURS PREMISES ARE OPEN TO THE MEMBERS AND GUESTS**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

**Section 19 of 20**

**LICENSING OBJECTIVES**

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

a) General – all four licensing objectives (b,c,d,e)

If the club wishes members and their guests to be able to consume alcohol on the premises select on, if the club wishes people to be able to purchase alcohol to consume away from the premises select off. If the club wishes people to be able to do both select both.

1. This venue will train its staff as required by relevant legislation;
2. The hours sought will in themselves keep to promote the licensing objectives as stated in allowing customers to emerge from the premises at a more gradual rate.

b) The prevention of crime and disorder

1. Membership of Bacil and Nitenet will be maintained.
2. Such text, pager or radio shall be kept in good working order and shall be monitored by a responsible member of staff if the scheme at some point in the future covers the area stated by postcode.
3. Relevant incidents of crime and disorder are reported to the Police via the text, pager or radio.
4. A risk assessment has been carried out to determine the number of door staff who shall be on duty for each public

*Continued from previous page...*

15. All firefighting equipment will be maintained in good working order and is available for immediate use such equipment will be inspected annually by a competent person and records of those inspections must be kept at the premises for at least 12 months and made available for inspection by the fire service and Council.
16. At least one first-aider trained to deal with problems associated with alcohol and drugs is on duty and if there is more than one on duty their roles will be clearly defined.
17. All emergency lighting and fire safety signage is maintained in good working order and will not be altered without the approval of the Fire Authority. The emergency lighting will be capable of lasting a full capacity for not less than 3 hours.
18. All electrical installations will be inspected by a competent person before the expiry of the current electrical certificate and the certificate issued will be the current standard form certificate issued by that competent person's professional body.
19. If any work is undertaken to the electrical installation it will be inspected, tested and certified by a competent person as soon as possible.
20. All electrical socket outlets provided for entertainers portable equipment must be protected by a residual current device which is part of the fixed wiring, such RCD's to have a rated residual operating current not exceeding 30 milliamps and a maximum operating time of 30 milliseconds. The RCD's must be tested before the sockets are used for entertainers.
21. No pyrotechnics will be used without the prior approval of the Licensing Authority.
22. There shall be no demonstration of hypnotism without the prior approval of the Licensing Authority.
23. An adequate supply of free drinking water is provided for all customers.

d) The prevention of public nuisance

1. We maintain suitable and sufficient sound attenuation procedures throughout the whole building.
2. We will adopt a bespoke dispersal policy for the premises and shall provide any of the responsible authorities with a copy of it if requested.
4. Noise or vibration from within the premises or from any plant machinery or equipment shall not emanate from the premises so as to cause a nuisance to any residential dwelling.

e) The protection of children from harm

1. A person under the age of 18 will only visit the venue with a responsible adult usually for the purpose of dining or attending a family/corporate event.
2. At all times the licensee will maintain a comprehensive policy for the protection of children.
3. All staff shall be trained to ensure that no person under the age of 18 will be sold intoxicating liquor including the need for any person who looks under 21 to provide evidence of their age.
4. Signs shall be displayed at the bar stating that any person who appears under the age of 21 will not be served with intoxicating liquor.
5. Photographic driving licenses, passports or in agreement with the Police a form of identification with the PASS hologram will be used as evidence of anyone who appears to be under the age of 18.

**Section 20 of 20**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card. The variation fee is based on the non domestic rateable value of the premises these fees are:

Non domestic rateable value £4,300 or less - £100

Non domestic rateable value between £4,301 and £33,000 - £190

Non domestic rateable value between £33,001 and £87,000 - £315

Non domestic rateable value between £87,001 and £125,000 - £450

Non domestic rateable value £125,001 or more - £635

*Continued from previous page...*

opening.

5. A register of door staff is maintained indicating the number of door staff on duty, their identity and the times there were on duty.
6. All door supervisors are registered with the SIA and wear their name badges at all times.
7. No person will be allowed to leave the premises with any bottle or glass
8. No person who is drunk or disorderly will be allowed access to or be allowed to remain on the premises.
9. No person who is the subject of a court banning order or who is restricted access through a Pubwatch Scheme will be allowed in the premises provided the details of such person have been provided to the premises by the Police.
10. Any customer who behaves inappropriately will be barred from the premises and their details passed to the local Pubwatch scheme.
11. The venue does not wish to be associated with illegal drugs or its associated culture. The licensee will cooperate with the responsible authorities in relation to dealing with issues of drugs on the premises.
12. Random searching will take place of those people suspected of carrying drugs or offensive weapons.
13. These/any drugs are locked away in a West Yorkshire Police approved safe to which they have the key..
14. No customer will be allowed to bring open or sealed bottles on to the premises.
15. No person will be allowed to leave the premises with any bottle or glass.
16. Tables will be cleared of all empty bottles and glasses on a regular basis.
17. CCTV is in operation on the premises and is kept in good working order and any recordings from the CCTV shall be retained for a period of 30 days for internal cameras and 7 days for external cameras.
18. A notice is displayed at the entrance to the premises that CCTV is in operation in the premises.
19. We use the criteria of the Check 21 scheme, and photographic driving licenses, passports or in agreement with the Police a form of identification with the PASS hologram will be used as evidence to confirm the age of anyone who appears to be under the age of 21.
20. The premises are a member of the local pubwatch.
21. An incident book is kept at the premises in which will be recorded all incidents of crime and disorder. This book will be reviewed by Senior Management in association with the Designated Premises Supervisor.
22. All staff who work behind the bar will be fully trained to ensure that no person who is drunk or disorderly or who appears to be under the age of 18 years is served with intoxicating liquor, such training to be repeated every 6 months.
23. Any glasses into which drink is dispensed will be made from toughened shatterproof glass.

#### c) Public safety

1. Capacity of the venue to be agreed
2. There is a suitable number of adequately trained staff to prevent overcrowding in parts of the premises, keep exit routes clear and to ensure the safe evacuation of people from the premises. In the event of an emergency such staff will have been issued with specific duties in the event of an emergency.
3. A Fire Evacuation Plan is agreed with the Fire Authority.
4. All staff have received training on the safe evacuation of the premises in the event of an emergency and such training shall be repeated at least annually. A record of the training provided shall be kept at the premises for at least 12 months and will be made available to the Fire Service or Council.
5. Adequate arrangements have been made in the Fire Evacuation Plan to ensure the safe evacuation of any disable persons in the event of an emergency.
6. All fire escape routes and access to emergency vehicles are kept unobstructed and are clearly identifiable.
7. All escape doors and escape routes are checked before the premises open for trading to the public and record of the check is maintained.
8. All fire exit doors are available and are capable of opening without the use of any key, card, code or similar means.
9. Fire doors will be self closing and are not held open other than by devices approved by the fire service.
10. Edges to steps and stairways are maintained so as to be conspicuous.
11. All fabrics and furnishings comply with the relevant British standard with regard to fire resistance including hangings, curtains and any temporary decorations.
12. Any upholstered seating complies with current fire safety regulations.
13. Notices detailing the action to be taken in the event of fire or other emergency are prominently displayed in the premises.
14. Fire alarm/fire evacuation/emergency lighting tests are carried out at least weekly and a record maintained of those tests such records is kept at the premises for at least 12 months and made available to the fire service and Council.



**Continued from previous page...**

If the premise▲ non domestic rateable value is £87,001 or more and the premises is used exclusively or primarily for the supply of alcohol for consumption on the premises the fee for this application is:

Non domestic rateable value between £87,001 and £125,000 - £900

Non domestic rateable value £125,001 or more - £1,905

If this application is for a community premises e.g. a village hall or community centre and the application does■ t include the sale of alcohol as an activity there is no fee payable.

If the premises will have 5,000 people or more in attendance at any one time there is an additional fee payable which we will contact you to pay when you submit your application. Details of these fees are available at [http://www.leeds.gov.uk/Business/Licences\\_and\\_street\\_trading/Licence\\_\\_alcohol\\_and\\_entertainment](http://www.leeds.gov.uk/Business/Licences_and_street_trading/Licence__alcohol_and_entertainment).

\* Fee amount (£)

315.00

**ATTACHMENTS**

|                                |      |
|--------------------------------|------|
| Leeds proforma risk assessment | post |
| Premises Licence Part A        | post |
| Premises Licence Part B        | post |
| Plans of the Premises          | post |

**DECLARATION**

- \* I will make payment of the fee on submission of this application.
- \* I have attached, or will post to Leeds City Council, the plans of the premises.
- \* 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.
- I understand that Leeds City Council is under a duty to protect the public funds it administers, and to this end may use the information I have provided on my application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name

Stephen Hawkins

\* Capacity

Director

\* Date

20 / 02 / 2012  
dd mm yyyy

Add another signatory

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Digital signature

The form must be digitally signed, this will be verified and passed to the authority.

When you are satisfied that you have completed the form correctly, save it and continue with the application process. If the online application screen is no longer available in your browser, [click here](#) to resume.

**OFFICE USE ONLY**

|                            |                                     |
|----------------------------|-------------------------------------|
| Applicant reference number | Ok Karaoke Variation 1              |
| Fee paid                   | 315.00                              |
| Payment provider reference | IP/264611                           |
| ELMS Payment Reference     | 81352                               |
| Payment status             | Paid                                |
| Payment authorisation code | 032433                              |
| Payment authorisation date | Mar 13, 2012                        |
| Date and time submitted    | Mar 13, 2012 5:53:27 PM             |
| Approval deadline          |                                     |
| Error message              |                                     |
| Is Digitally signed        | <input checked="" type="checkbox"/> |

**Digital Signature Information**

|                              |   |
|------------------------------|---|
| Signer's name                | Stephen Hawkins                                 |
| Signer's contact information |   |
| Signing time                 | 2012-02-20T10:29:40                             |
| Signer status                | Identity Unknown - Identity Verification of the |
| Signature status             | Signature Valid but document modified - The     |
| Certificate issuer           | C=GB,1.2.840.113549.1.9.1=#1613737465766!       |