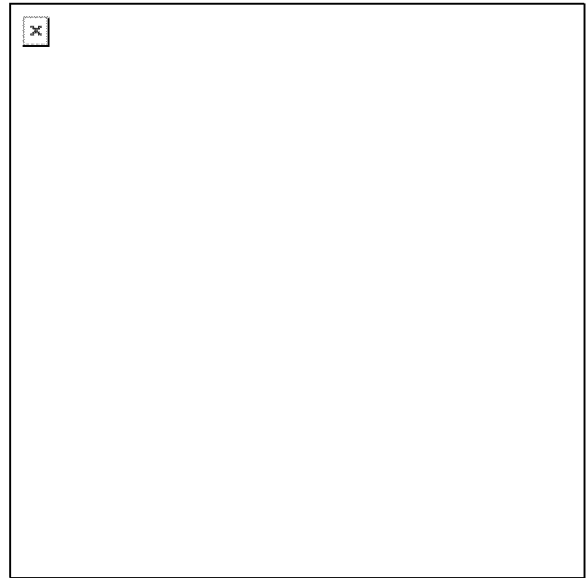


Appendix E



The Company
c/o Mr S Hawkins
OK Karaoke Limited
3 Park Square
Leeds
LS1 2NE

Health and safety service
Leeds City Council
Millshaw Park Way
Leeds
LS11 0LS

Contact: Ms Tania Shiffer
Tel: 0113 247 7780
Fax: 0113 247 6282
tania.shiffer@leeds.gov.uk
Our reference: PREM/02519/003
29 March 2012

Dear Sir

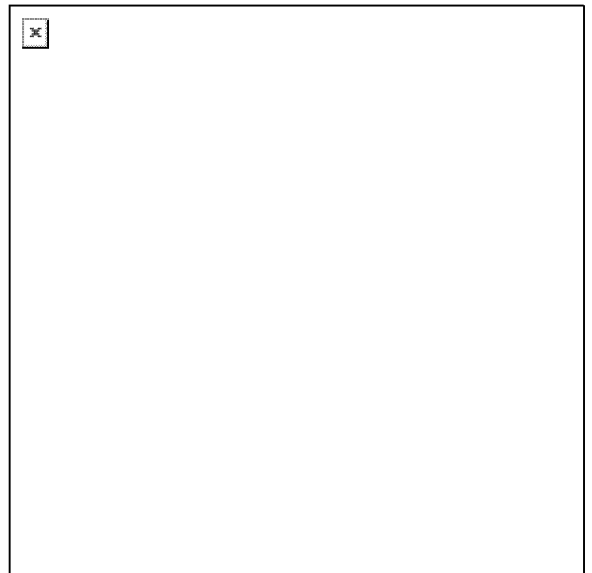
Licensing Act 2003

Premises: OK Karaoke, 9 East Parade, Leeds, LS1 2AJ

Thank you for submitting your application for the above premises.

www.leeds.gov.uk

general enquiries 0113
222 4444



Health and safety services are of the opinion that your application contains insufficient information about how you intend to meet the licensing objective/s.

We therefore confirm that we are submitting a formal representation against your application on the grounds of public safety.

However, health and safety services are of the opinion that the said objectives could be met should you be prepared to incorporate certain identified measures within your operating schedule.

Please find enclosed a document which at Part 1 contains the suggested measures which this authority considers are proportionate and appropriate to the nature of your application.

Should you be in **agreement** with the suggested measures then please signify this by completing and signing **Part 2** of the enclosed form and return the complete document to this office as soon as possible, but no later than April 2012.

Upon receipt of your consent at Part 2, it will be taken that you signify your wishes for the licensing authority to amend your operating schedule to incorporate the proposed measures.

Alternatively should you **disagree** with the proposed measures, then please complete **Part 3** and again return the complete document to this office as soon as possible, but no later than the stated date.

PART 1 - to be completed by the Responsible Authority

Health and Safety Service

Proposed controlled measures under the Licensing Act 2003

Name & Address of Premises: OK Karaoke, 9 East Parade, Leeds, LS1 2AJ

Having considered the application under the Licensing Act 2003 for the above premises, the health and safety service considers that the following measures are proportionate and necessary in order to promote the public safety licensing objective:

Measures proposed:

No	Potential Control Measures
	Public Safety 3 :- Management Arrangements
1	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.
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	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.
4	Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.
	Public Safety 4 :- Fire/Electrical Safety
	Public Safety 6 :- General Housekeeping
5	Regular safety checks of guarding 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.
6	A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner

The health and safety service is satisfied that the proposed measures are not adequately dealt with by other legislation.

By signing the declaration enclosed overleaf the applicant agrees to incorporate the proposed measures as conditions within the operating schedule for the said premises.

Upon the satisfactory completion of the declaration the health and safety service will provide notice to the licensing authority that our representation is withdrawn in accordance with schedule 10(a) of the Licensing Act 2003 (Hearings) Regulations 2005.

Signed:

Dated:

PART 2 – Agreement with Proposed Measures

to be completed by the applicant or applicant’s representative

Consent for proposed controlled measures under the Licensing Act 2003

Name & Address of Premises: OK Karaoke, 9 East Parade, Leeds, LS1 2AJ

I / We

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

In signing this document I / we agree with the measures proposed by the health and safety 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:

**Ms Tania Shiffer
Health and safety service
Leeds City Council
Millshaw Park Way
Leeds
LS11 0LS
Fax: 0113 247 6282**

PART 3 – Disagreement with Proposed Measures

to be completed by the applicant or applicant's representative

Proposed controlled measures under the Licensing Act 2003

Name & Address of Premises: OK Karaoke, 9 East Parade, Leeds, LS1 2AJ

I / We

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

I / We formally advise that we are not prepared to accept the proposed measures as suggested by the health and safety service.

In this instance we understand that the health and safety service will maintain their representation to my /our application, which will now proceed to a hearing before the licensing sub-committee.

Signed:

Dated:

Please return this document to:

**Ms Tania Shiffer
Health and safety service
Leeds City Council
Millshaw Park Way
Leeds
LS11 0LS
Fax: 0113 247 6282**