



SE1

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

Application For The Grant Of A Sex Establishment Licence

Local Government (Miscellaneous Provisions) Act 1982 As Amended

Please read the following instructions

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.

 Sexual Entertainment Venue
 Sex Shop
 Sex Cinema
APPLICANT DETAILS**1. Is the applicant:**

- An individual (please answer questions 2, 5 to 9)
 A company or other corporate body (please answer questions 3, 5 to 9)
 A partnership or other unincorporated body (please answer questions 4, 5 to 9)

2. Full name of applicant (individual):

Former or previous names:

Home address:

Post town:

Post code:

Telephone numbers:

Date of birth:

3 Name of applicant (company name): Harjen Limited

HARJEN LIMITED.

Address of registered or principal office:

C/O Henton & Co LLP

St Andrews House

St Andrews Street

Post town: Leeds

Post code: LS3 1LF

Registration number: 06606684

4. Name and address of applicant:

Names and addresses of applicant's partners (please use additional sheet):



5. Are there any other persons responsible for the management of the premises/business other than the partners? Please state their names and addresses:

[REDACTED]

[REDACTED]

6. a. Has the applicant ever been known by any other name? Yes No
- b. Has the applicant ever been convicted of a criminal offence? Yes No
- c. Has the applicant ever been refused a sex establishment licence? Yes No
- d. Has the applicant ever had a sex establishment licence revoked? Yes No
- e. Has the applicant ever been served with a winding up petition? Yes No

If the answer to any of these questions is yes, please provide details:

7. Applicants' trading address or head office (other than the premises)

Head office is at the venue
Wildcats
153-155 The Headrow
Leeds
LS1 5RB

8. Will the business for which this licence is sought be carried on for the benefit of a person other than the applicant? Yes No

If the answer is yes, state the name, address, place of registration, registered number and the identity of all directors, company secretary and those with a greater than 10% shareholding.

9. Does the applicant operate any other sex establishments, licensed or otherwise? Please state name, address, and type of sex establishment of each.

Wildcats Harrogate
1 Oxford Street
Harrogate
HG1 1PY

Sexual Entertainment Venue

PREMISES DETAILS

10. Please state the name the business will be known as:

Wildcats

11. Is the premises a Building Vehicle Vessel Stall

12. Where is it proposed to use the vehicle, vessel or stall?

N/A

13. Does the company propose to only operate on the internet? (answer Q14 to 19 only) Yes No

14. Premises address
153-155 The Headrow

Post town: Leeds

Post code: LS1 5RB

Telephone number at premises

15. Which part of the premises is to be used as a sex establishment?

All 3 floors consisting of basement, ground floor and first floor.

16. Is the applicant owner lessee sub-lessee other

17. If the applicant rents the property state:

a. Name and address of landlord

[REDACTED]

b. Name and address of the superior landlord:

[REDACTED]

c. Total annual rental: [REDACTED]

d. Length of unexpired term: [REDACTED]

e. Notice required to terminate tenancy: N/A

18. Please provide details of the building management company (if appropriate):

[REDACTED]

19. State the current use of the premises:

Gentlemen's Club

20. Has planning permission, or a certificate of lawful use, been obtained for the use of the proposed premises?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
21. Can members of the public access the premises:	
a. Directly from the street?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
b. From other premises?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
c. Not at all? (internet sales only)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
22. a. Numbers of door supervisors: Always a minimum of 2 SRA trained doorstaff b. Hours door supervision in place: All open/trading hours	
23. Are the premises currently being used as a sex establishment? Please provide details of the business currently operating the business: Wildcats has operated with out incident since 2007.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

OPERATING SCHEDULE	
24. Opening hours: (If internet sales only please tick here <input type="checkbox"/> and continue to Q26)	
Monday 00:00 to 00:00 24 hour licence	Friday 00:00 to 00:00 24 hour licence
Tuesday 00:00 to 00:00 24 hour licence	Saturday 00:00 to 00:00 24 hour licence
Wednesday 00:00 to 00:00 24 hour licence	Sunday 00:00 to 00:00 24 hour licence
Thursday 00:00 to 0:00 24 hour licence	
25. Has the applicant entered into any written or oral agreement in connection with the business, for example a management agreement, partnership agreement or profit share arrangement? Please provide details	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
a. Please provide details of any lender, mortgage or others providing finance:	
b. Please provide details of any merchandising agreements:	
N/A	

Premises management

26. Please state the name of the person who will be in day to day control of the premises (the manager).

.....
[REDACTED]

- a. Will the manager be based at the premises Yes No
b. Will the management of the premises be the manager's sole occupation Yes No

27. Who will be in control of the premises in the manager's absence (relief manager)?

.....
[REDACTED]

- a. Will the relief manager be based at the premises in the absence of the manager? Yes No

If you have ticked no to any of the above, please provide details

External appearance and advertising

28. Please describe the proposed exterior signage and advertising. Please include nature, content and size of each sign and any images to be used:

Wildcats logo in pink above the door as well as wording stating WILDCATS (please see attached images and drawing of front elevation, approx height of wording 30cm).

There are 4 x glass windows that have the wildcats logo and the name wildcats above in grey.

Dark plum curtains with table and bottle of champagne are placed in one window.

Please note that a drawing of the front elevation is required to be submitted with this application

29. Please describe how the interior of the premises is obscured to passers by:

The main doors have greyed out Wildcats logo and words which block the glass. Through the main doors it leads into an entrance lobby, there is then a further set of doors through into main club.

30. Please describe any proposed window displays:

There are fake window recesses that are curtained out with plum coloured curtains. In one window display there is a table and 2 chairs with dummy champagne and champagne glasses.

31. Please describe how the business is to be advertised, i.e. business cards, billboard advertising, personal solicitation, advertising on motor vehicles, radio or television advertising:

- Magazine advertising
- Relationships with Hotels
- Social media/website
- Flyers

Policies and Operating Schedule

32. Please provide details of the age verification policy:

A rigid Challenge 25 Policy will be in force and meet standard conditions as set out in the Statement of Licensing Policy.

Only photographic identification will be permitted, those that will be accepted will be as per Home Office Guidelines. A refusals log book is kept on the premises.

Prominent notices are displayed at the entrance and in the bar area in respect of age limits.

33. Please provide details of the CCTV arrangements:

A full 41 camera digital CCTV system is installed. This system will be operational on the premises at all times when licensed activities are being carried out. The system will cover all public areas including booths and corridors but not including staff changing rooms or toilets. The system conforms to West Yorkshire Police Guidelines (as attached to the licence) in respect of business related CCTV equipment. It will be adequately maintained and be capable of transporting material onto removable media.

Changes to the siting and standard of CCTV system may only be made by written consent of West Yorkshire Police.

All images are retained for a period of 31 days.

CCTV footage will be supplied to the police and authorised officers of the council on request. 3 monitors can be found in Managers downstairs office that can view all cameras.

1 monitor on reception that can be flicked into an individual cameras.

There is a facility to remote view should management required.

Staff will be trained in its use and at all times the premises is open there will be a member of staff on duty who is conversant with operating the CCTV system and is able to download immediately any footage requested by the police or an officer from the licensing authority or authorised agent.

34. State measures to be taken to prevent nuisance to residents and businesses in the vicinity:

1. Ensure that no noise nuisance is caused by the noise or vibration emanating from the premises.
2. Notices will be placed at all exits to the premises reminding customers to leave the premises quietly.
3. Ensure that business waste is stored inside closed containers awaiting collection, that litter arising from people using the premises is cleared away regularly, that promotional materials such as flyers do not create litter and the other street advertising is carried out lawfully.
4. Ensure that the premises are operated so as to prevent the emission of odours which are a nuisance at nearby premises or to persons in the immediate area.
5. Ensure that lighting provided for the purpose of customer and staff safety, for the security of the premises, and lighting associated with activities of entertainment and advertising is of such intensity, suitably positioned and operated so as not to cause nuisance to neighbouring or adjoining properties.
6. Queues shall be restricted to cordoned areas to prevent them obstructing footpaths and spilling out onto roads, and keep noise and obstructions away from residential property. Staff shall be trained to intercept and manage any incidents, sufficient staff shall be employed to properly manage queues to prevent noise and aggression.
7. No bottles shall be placed in the external receptacle after 23:00 hours to minimise noise disturbance to adjoining properties.
8. Ensure that all licensable activities are conducted 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.

35. State measures to be taken to promote public safety:

1. The licensee must not display outside the premises photographs or other images which indicate and suggest that striptease or similar dancing takes place on the premises.
2. Any person on the premises, who can be observed from outside the premises must be properly and decently dressed. Scantily clad individuals must not exhibit in the entrance way or in the area surrounding the premises.
3. Regular safety checks and risk assessments will be conducted at the premises in accordance with current Health and Safety legislation and records will be available for inspection.
4. Receptacles will be provided for the disposal of glass and other sharp objects and such receptacles will be situated in an area to which the public do not have access.
5. Where strobes, lasers and smoke machines or any other special effects equipment may be used, a written health and safety policy covering all aspects of their use will be provided and staff will be appropriately trained.
6. 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.
7. A suitably trained first aider or appointed person will be provided at all times when the premises are open.
8. A written procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.
9. Adequate and appropriate first aid equipment and materials will be available on the premises.
10. A suitably trained first aider or appointed person will be provided at all times when the premises are open.
11. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.
12. Empty bottles and glasses will be collected regularly paying particular attention to the balcony areas and raised levels.

13. Before opening to the public, checks will be undertaken to ensure all access to the premises are clear for emergency vehicles.
14. 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.

36. State measures to be taken to prevent crime and disorder:

1. The premises operates a Strict Challenge 25 Policy.
2. No glasses or bottles will be taken away from the premises.
3. A representative of the premises licence holder will become a member of the local Pub watch Scheme.
4. Any persons who appears to be under the influence of alcohol or drugs will not be admitted to the premises.
5. Booths, private rooms and areas must be visible to supervision and must not have closing doors or curtains that prevent the performance being observed.
6. The Licensee holder or nominated person will provide a suitable receptacle in accordance with the Police guidance for the sole retention of illegal substances and inform the Police to arrange appropriate disposal.
7. The Licence holder or nominated person will record full details of the circumstances surrounding any seizure of drugs or articles taken as a consequence of an offence or other incident. Items will be retained where they may be required as evidence and the Police informed as of their existence.
8. The licence holder or nominated person will discourage offences outside venues in particular the use of and distribution of illegal substances and persons engaged in soliciting for the purpose of prostitution. The police will be informed at the earliest opportunity.
9. The Licence holder or nominated person will discourage criminal conduct in particular the use of illegal substances, by displaying notices in and at the entrance to the licensed premises which clearly state that:
 - a. Entry will be refused to any person who is drunk, threatening or violent. Entry may be refused to any person who has been convicted of an offence or drunkenness, violent or threatening behaviour or the use of or distribution of illegal substances at a licensed venue. Evidence may be recorded or imaging equipment for CCTV and offences will be reported to the Police.
10. The Licensee will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti social behaviour, and ejections from the premises.
11. 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, names and addresses of any witness and confirmation of whether there is CCTV footage of the incident.
12. The Incident Report Register will be produced for inspection immediately on the request on an authorised officer.
13. A policy for searching patrons at the entrance to premises will be adopted.

37. State measures to be taken to protect children from harm:

1. Persons under the age of 18 years will not be admitted into the premises
2. The premises operates a Strict Challenge 25 Policy
3. The entertainment will not be visible to persons under 18 years who maybe outside the premises

38. State measures to ensure employees age and right to work in the UK:

Each employee must complete a company 'Application for licence to occupy space' form which confirms the age of each performer and their right to work in the UK. Identification documents are also taken and recorded on file to confirm the same.

39. Describe training and welfare policies:

Please see enclosed – Training on all policies takes place prior to a new dancer starting, with regular recorded refresher training taking place with all staff.

Applications for Sexual Entertainment Venues Only

40. Is the proposal for full nudity?

Yes No

41. Describe the nature of the entertainment, e.g. lap-dancing, pole dancing, stage strip-tease:

Full nudity for Pole Dancing
Full nudity for Stage Striptease
Full nudity for Lap Dancing

42. Please enclose a copy of the code of practice entertainers must abide by (or equivalent document), and describe how entertainers will be monitored to ensure compliance:

Please see enclosed policy. Dancers are monitored by management, door staff and all are aware that CCTV is in operation.

43. Please enclose a copy of the code of conduct customers must abide by (or equivalent document), and describe how customers will be monitored to ensure compliance:

Please see enclosed. Customers are monitored by dancers, management, door staff and all are aware that CCTV is in operation.

44. Please enclose a copy of the welfare policy for performers (or equivalent document) and describe how this will be distributed.

Please see enclosed, this is given to all new dancers on arrival and is displayed in the changing rooms.

45. Does the business intend to provide vehicles to transport customers or performers to and from the premises? Yes No

Please enclose copies of the relevant licences issued by Taxi and Private Hire Licensing.

Further information

46. Please set out any further information you wish the authority to take into account.

No

47. Is there any information on this form you do not wish to be seen by members of the public? If so state which information and the reasons why you do not wish it to be seen.

Personal address of the Manager and Relief Manager

CHECKLIST & ENCLOSURES

Enclosures

- I have made or enclosed payment of the fee
- I have enclosed three sets of plans of the premises
- I have enclosed a drawing of the street elevation of the premises
- I have enclosed a completed form SE5 for each person mention in Q2, 4, 5 and 8
- I have enclosed a completed form SE5 for the Manager and Relief Manager (Q26 & 27)
- I have enclosed a copy of the company's staff welfare policy
- I have enclosed a copy of the code of practice for entertainers (if appropriate)
- I have enclosed a copy of the code of conduct for customers (if appropriate)
- I have enclosed a copy of the Dancers Welfare Pack (if appropriate)
- I have enclosed a copy of the licences for vehicles used in connection with the business (if appropriate).

Advertisement

- I declare that I have served a copy of this application on West Yorkshire Police.
- I declare that a public notice advertising this application has today been displayed upon the proposed premises where it may be conveniently read by the public and will remain thereon for a period of 21 days. A copy of the notice (SE6) and the standard declaration (SE7) is enclosed.
- I declare that within seven days of the date of this application a public notice advertising this application will be publicised in the legal notices column of the local press.
- A copy of the relevant press edition will be forwarded to Entertainment Licensing
- I understand that if I do not comply with the above requirements my application will be rejected

Leeds City Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your 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.

Any person who, in connection with an application for a grant, renewal or transfer of a sex establishment licence, makes a false statement which he knows to be false in any material respect of which he does not believe to be true is guilty of an offence and liable on summary conviction to a fine not exceeding £20,000

SIGNATURES

Signature of applicant or applicant's solicitor or other duly authorised agent. If signing on behalf of the applicant please state in what capacity.

Signature 

Date 30/3/2012

Capacity Applicant

Contact Name (where not previously given) and address for correspondence associated with this application
Chris Rees-Gay
Woods Whur LLP
Devonshire House
38 York Place

Post town Leeds Post code LS1 2ED

Telephone number (if any) 01132343055

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)
chris@woodswhur.co.uk

Guidance Notes

1. Please return this completed application form to:

Entertainment Licensing Department
Civic Hall
LEEDS
LS1 1UR
2. Please make cheques/postal orders payable to Leeds City Council.
3. The fee for the grant of a new sex establishments is **£2,800**
4. The applicant is responsible for serving a copy of this application on the Licensing Officer, West Yorkshire Police, Millgarth Police Station, Millgarth Street, Leeds LS2 7HX.
5. Copies of this application may be forwarded to West Yorkshire Fire Service who will assess the application and inspect the premises, if necessary, to provide observations in relation to the structure, safety and suitability of the building for the purpose intended.
6. Furthermore, details of this application will be forwarded to the local Ward Members.
7. Requirements for layout plan

The plan must show:

1. The layout of the premises including, e.g. stage, bars, cloakroom, WCs, performance area, dressing rooms.
2. The extent of the boundary of the premises outlined in red
3. The extent of the public areas outlined in blue
4. Uses of different areas in the premises, e.g. performance areas, reception, staff facilities.
5. Structures or objects (including furniture) which may impact on the ability of individuals to use exits or escape routed without impediment.
6. Location of points of access to and egress from the premises.
7. Any parts used in common with other premises.
8. Position of CCTV cameras
9. Where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor.
10. The location of any steps, stairs, elevators or lifts.
11. The location of any public conveniences, including disabled WCs.
12. The location and type of any fire safety and other safety equipment.
13. The location of the kitchen (if applicable).
14. The location of emergency exits.

For further assistance or information please contact Entertainment Licensing on 0113 247 4095



SE5

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

Information On Individuals

Local Government (Miscellaneous Provisions) Act 1982 As Amended

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PERSONAL DETAILS

1. Name: [REDACTED]	
2. Former name (if any): [REDACTED]	
3. Position in relation to applicant (i.e. director, partner, manager): DIRECTOR.	
4. Date of Birth: [REDACTED]	5. Gender: MR/C.
5. Permanent address: [REDACTED]	
6. If resident at this address for less than 3 years, state previous address: N/A	
7. Have you been resident in the UK for longer than 6 months?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8. Have you ever been disqualified from holding a sex establishment licence? Please give details	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
9. Have you ever been involved in the management of a business, whether as a proprietor, director, company secretary, partner, manager, supervisor or otherwise which has had any of the following types of licence refused, refused on renewal reviewed or revoked?	
a. Sex establishment licence	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
b. Licence for the supply of alcohol	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
c. Licence for the provision of entertainment, whether sexual or otherwise	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
d. Personal Licence under the Licensing Act 2003	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please give details:	

10. Have you ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere? Yes No
If so, provide details of the date, convicting court, offence and penalty imposed.

11. To your knowledge, are you currently the subject of any criminal investigate? Yes No
If so please give details

12. Have you ever had civil legal action taken against you? Yes No
If so please give details

13. Have you ever been declared bankrupt or entered into an arrangement with creditors or an Individual Voluntary Arrangement? *n/a.*
If so please give details

14. Have you ever been disqualified from acting as a company director? Yes No
If so please give details

15. Is there any other information which you believe the licensing authority would reasonably expect notice of, or you would like to licensing authority to take into account when considering information you supplied? Yes No
If so please give details

16. Is there any information in this form which you do not wish to be seen by members of the public? Yes No
If so state which information and the reasons why you do not wish it to be seen.
*ADDRESS & DATE OF BIRTH.
FOR SECURITY REASONS.*

Leeds City Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your 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.

Any person who, in connection with an application for a grant, renewal or transfer of a sex establishment licence, makes a false statement which he knows to be false in any material respect of which he does not believe to be true is guilty of an offence and liable on summary conviction to a fine not exceeding £20,000

SIGNATURES

Signature	
Date	



SE5

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

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PERSONAL DETAILS

- | | |
|--|---|
| 1. Name: [REDACTED] | |
| 2. Former name (if any): <i>N/A</i> | |
| 3. Position in relation to applicant (i.e. director, partner, manager): <i>MANAGER</i> | |
| 4. Date of Birth: [REDACTED] | 5. Gender: <i>MALE</i> |
| 5. Permanent address: [REDACTED] | |
| 6. If resident at this address for less than 3 years, state previous address:
<i>N/A</i> | |
| 7. Have you been resident in the UK for longer than 6 months? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 8. Have you ever been disqualified from holding a sex establishment licence?
Please give details <i>N/A</i> | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 9. Have you ever been involved in the management of a business, whether as a proprietor, director, company secretary, partner, manager, supervisor or otherwise which has had any of the following types of licence refused, refused on renewal reviewed or revoked? | |
| a. Sex establishment licence | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| b. Licence for the supply of alcohol | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| c. Licence for the provision of entertainment, whether sexual or otherwise | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| d. Personal Licence under the Licensing Act 2003 | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Please give details: <i>N/A</i> | |

10. Have you ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere? Yes No

If so, provide details of the date, convicting court, offence and penalty imposed.
N/A

11. To your knowledge, are you currently the subject of any criminal investigate? Yes No

If so please give details N/A

12. Have you ever had civil legal action taken against you? Yes No

If so please give details N/A

13. Have you ever been declared bankrupt or entered into an arrangement with creditors or an Individual Voluntary Arrangement? NO

If so please give details N/A

14. Have you ever been disqualified from acting as a company director? Yes No

If so please give details N/A

15. Is there any other information which you believe the licensing authority would reasonably expect notice of, or you would like to licensing authority to take into account when considering information you supplied? Yes No

If so please give details N/A


16. Is there any information in this form which you do not wish to be seen by members of the public? Yes No

If so state which information and the reasons why you do not wish it to be seen.
N/A

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SIGNATURES

Signature		
Date	