



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:

ENTERTAINMENT LICENSING

3 0 MAR 2012

RECEIVED

3 Name of applicant (company name):

TRL Promotions Limited

Address of registered or principal office:

Suite 2 Chapel Allerton House

114 Harrogate Road

Chapel Allerton

Post town: Leeds

Post code: LS7 4NY

Registration number: 7935878

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]

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)

Address of registered or principal office:

[REDACTED]

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.

No

PREMISES DETAILS

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

Liberte

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 <input type="checkbox"/> No <input checked="" type="checkbox"/>
14. Premises address 10 York Place Post town Leeds Post code LS1 2DS Telephone number at premises
15. Which part of the premises is to be used as a sex establishment? Basement and First Floor.
16. Is the applicant <input type="checkbox"/> owner <input checked="" type="checkbox"/> lessee <input type="checkbox"/> sub-lessee <input type="checkbox"/> other
17. If the applicant rents the property state: a. Name and address of landlord [REDACTED] [REDACTED] b. Name and address of the superior landlord: N/A

- c. Total annual rental: [REDACTED]
- d. Length of unexpired term: [REDACTED]
- e. Notice required to terminate tenancy: [REDACTED]

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

N/A

19. State the current use of the premises:

Gentlemen's Club/Sexual Entertainment Venue

20. Has planning permission, or a certificate of lawful use, been obtained for the use of the proposed premises? Yes No

21. Can members of the public access the premises:

- a. Directly from the street? Yes No
- b. From other premises? Yes No
- c. Not at all? (internet sales only) Yes No

22. a. Numbers of door supervisors: 1
 b. Hours door supervision in place: 2100 - Close

23. Are the premises currently being used as a sex establishment? Yes No

Please provide details of the business currently operating the business:
 TRL Promotions Limited currently operates the business.

OPERATING SCHEDULE

24. Opening hours: (If internet sales only please tick here and continue to Q26)

Monday	1000-0630	Friday	1000-0630
Tuesday	1000-0630	Saturday	1000-0630
Wednesday	1000-0630	Sunday	1000-0630
Thursday	1000-0630		

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 No

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)?
Premises shall be closed when no Manger present.

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:

Please see attached detailed drawing enclosed.

Frontage is black, with Gold writing on it, there is one illuminated sign.

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:

Blacked out front door and then into a curtained off lobby as you enter the premises.

30. Please describe any proposed window displays:

NIL

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:

Magazines
Website
Taxi Companies
Hotels
Flyers

Policies and Operating Schedule

32. Please provide details of the age verification policy:

The licensee operates a Challenge 25 age verification policy. People under the age of 25 will be required to show proof of ID. A notice to this effect, in accordance with condition 18 of the Standard Conditions will be displayed on the premises.

33. Please provide details of the CCTV arrangements:

A 19 Camera CCTV system is operational on the premises at all times when licensed activities are being carried out. The system covers all public areas including booths and corridors but not including staff changing rooms or toilets. It will be adequately maintained and be capable of transporting recorded material onto removable media.

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

CCTV security footage will be made secure and retained for a minimum period of 31 days time to the satisfaction of West Yorkshire Police. CCTV footage will be supplied to the police and authorised officers of the Council on request.

There are 2 viewing monitors in the manager's office and one camera at the bar.

At all times that the premises are open to the public there will be a member of staff on duty who is conversant with operating the CCTV system and who 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:

Ensure that no noise nuisance is caused by noise or vibration emanating from the premises.

Noise from the premises shall be inaudible at the nearest noise sensitive premises after 23:00 hours.

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 of the adjoining properties.

No bottles shall be placed in the external receptacle after 23:00 hours to minimise noise disturbance to adjoining properties.

Ensure that lighting provided for the purpose of customer and staff safety, for the security of premises and lighting associated with activities of entertainment and advertising is of such an intensity, suitably positioned and operated so as not to cause nuisance to neighbouring or adjoining properties.

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.

Ensure that business waste is sorted 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 that other street advertising is carried out lawfully.

There shall be no external loud speakers.

Patrons shall not be allowed to use any external area for the consumption of food or drink.

The activity of patrons using any external area outside the premises, e.g. for the purpose of smoking or queuing etc, shall be monitored and they shall be reminded to have regard to the needs of local residents, and prevented from causing public nuisance, where necessary.

Clear and legible notices shall be displayed at exits and other circulatory areas requesting patrons to leave the premises having regard to the needs of local residents, in particular emphasising the needs to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti social behaviour. The activity of persons leaving the premises shall be monitored and they shall be reminded to leave quietly where necessary.

A facility shall be provided for customers to order taxis and telephone numbers for taxi firms shall be displayed in a prominent location. Where possible, there should be a liaison with a local taxi firm to ensure a ready supply of transport and thereby reduce disturbance. To prevent disturbance, a waiting area within the premises shall be provided.

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

Before opening, 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.

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.

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.

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.

Safety glass that is impact resistant should be used wherever possible in all areas where the public may come into contact with it. Where it is not used in public areas, glazing should be shielded to protect it from impact.

A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.

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

A suitably trained First Aider or appointed person will be provided at all times when the

premises are open.

Adequate and appropriate First Aid equipment and materials will be available on the premises.

A procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.

Where strobes, lasers, smoke machines or any other special effects will be used at the premises unless there is a clearly displayed warning at the premises that such equipment is in use.

Strict policy not to serve anyone who appears drunk.

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

Suitable numbers of Security Industry Authority registered door staff (numbers to be subject to police and licensing authority approval) will be present on the premises during the performance of relevant entertainment.

The premises will participate in a radio or other communication system in accordance with guidance issued by West Yorkshire Police and the service provider's instructions.

A policy for searching patrons at the entrance to the premises will be adopted.

A secure receptacle to the standard required by West Yorkshire Police must be provided for staff to deposit drugs and weapons.

Where SIA door staff are employed a door staff register to be maintained. This must be retained on the premises for a period of one year, taken from the date of the last entry, and include the following:

- a) Consecutively numbered pages
- b) The date and time of any incident
- c) The nature of the incident
- d) The full name/s of staff involved including the badge number of any door staff and to whom the incident was reported, including the names and numbers of any police officers who attended the scene of the incident and details of any witness/es.

Incident Report Register shall be produced for immediate inspection on request by any police officer or licensing enforcement officer from Leeds City Council.

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

A strict Challenge 25, Age verification is in place.

No under 18's are to be admitted to the premises.

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:

All employees must complete an induction form that confirm that the employee is of the correct age and has the right to work in the UK.

Please see enclosed policies.

39. Describe training and welfare policies:

Please see enclosed policies.

Training is conducted for all new employees, with refresher training taking place every 4 months. All training is recorded.

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. - Entertainers will be monitored by management and all are aware that CCTV is in place.

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 will be monitored by management, dancer and door staff, customers will be aware that CCTV is in place.

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

Please see enclosed. All performers receive a copy of the Welfare pack prior to working.

<p>45. Does the business intend to provide vehicles to transport customers or performers to and from the premises? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Please enclose copies of the relevant licences issued by Taxi and Private Hire Licensing.</p>

<p>Further information</p> <p>46. Please set out any further information you wish the authority to take into account.</p> <p>No</p>
<p>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.</p> <p>Personal addresses should not be disclosed for privacy reasons.</p>


CHECKLIST & ENCLOSURES	
Enclosures	
I have made or enclosed payment of the fee	<input checked="" type="checkbox"/>
I have enclosed three sets of plans of the premises	<input checked="" type="checkbox"/>
I have enclosed a drawing of the street elevation of the premises	<input checked="" type="checkbox"/>
I have enclosed a completed form SE5 for each person mention in Q2, 4, 5 and 8	<input checked="" type="checkbox"/>
I have enclosed a completed form SE5 for the Manager and Relief Manager (Q26 & 27)	<input checked="" type="checkbox"/>
I have enclosed a copy of the company's staff welfare policy	<input checked="" type="checkbox"/>
I have enclosed a copy of the code of practice for entertainers (if appropriate)	<input checked="" type="checkbox"/>
I have enclosed a copy of the code of conduct for customers (if appropriate)	<input checked="" type="checkbox"/>
I have enclosed a copy of the Dancers Welfare Pack (if appropriate)	<input checked="" type="checkbox"/>
I have enclosed a copy of the licences for vehicles used in connection with the business (if appropriate).	<input type="checkbox"/>
Advertisement	
I declare that I have served a copy of this application on West Yorkshire Police.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
A copy of the relevant press edition will be forwarded to Entertainment Licensing	<input checked="" type="checkbox"/>
I understand that if I do not comply with the above requirements my application will be rejected	<input checked="" type="checkbox"/>
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 March 2012*

Capacity *SOLICITOR FOR THE 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

Please read the following instructions

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PERSONAL DETAILS

1. Name: [REDACTED]	
2. Former name (if any): /	
3. Position in relation to applicant (i.e. director, partner, manager): DIRECTOR	
4. Date of Birth: [REDACTED]	5. Gender: FEMALE
5. Permanent address: [REDACTED]	
6. If resident at this address for less than 3 years, state previous address: [REDACTED]	
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? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Please give details	
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:	

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 [REDACTED]

Date [REDACTED]

Capacity

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 e-mail, your e-mail address (optional)

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 a variation of a sex establishment licence is **£900**
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.

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PERSONAL DETAILS

1. Name:

2. Former name (if any):

3. Position in relation to applicant (i.e. director, partner, manager): *MANAGER*

4. Date of Birth: [REDACTED]

5. Gender: *MALE*

5. Permanent address:

[REDACTED]

6. If resident at this address for less than 3 years, state previous address:

[REDACTED]

7. Have you been resident in the UK for longer than 6 months?

Yes No

8. Have you ever been disqualified from holding a sex establishment licence?

Yes No

Please give details

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 No

b. Licence for the supply of alcohol

Yes No

c. Licence for the provision of entertainment, whether sexual or otherwise

Yes No

d. Personal Licence under the Licensing Act 2003

Yes No

Please give details:

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
Capacity
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 e-mail, your e-mail address (optional)	

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