

SX/SEU/00017/12/01



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):

Ruby May Holdings (2) Ltd

Address of registered or principal office:

Unit 40 Low Friar House,  
Low Friar Street,

Post town: Newcastle Upon Tyne

Post code: NE1 5UF

Registration number: 07958769

4. Name and address of applicant:

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

ENTERTAINMENT LICENSING

30 MAR 2012

RECEIVED

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



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 Address: Ruby May Holdings (2) Ltd , Unit 40 Low Friar House  
Low Friar Street, Newcastle Upon Tyne, NE1 5UF.

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.

Bare Elegance and The Locker Room, 26 -34 Merrion Street Leeds, LS2 8JG – Sex Establishment Venue  
Deep Blue, 6 Wellington Street, Leeds, LS1 2DE – Sex Establishment Venue

**PREMISES DETAILS**

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

Purple Door

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

5 York Place

Post town Leeds

Post code LS1 2DR

Telephone number at premises

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

Ground Floor and Basement

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:

N/A

- 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):

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:

b. Hours door supervision in place:

Mon-Thurs = 1

Fri-Sun = 2

23. Are the premises currently being used as a sex establishment?

Yes  No

Please provide details of the business currently operating the business:

Currently operated by HLW 359 Limited. They have been operating without incident for 10 years.

#### OPERATING SCHEDULE

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

Monday 10.00-06.30

Friday 10.00-06.30

Tuesday 10.00-06.30

Saturday 10.00-06.30

Wednesday 10.00-06.30

Sunday 12.00-06.30

Thursday 10.00-06.30

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)?

..... [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:

Please see attached drawing showing current frontage and then proposed frontage.

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:

To enter the premises you must walk down a flight of stairs, then enter through the doorway into a lobby.

30. Please describe any proposed window displays:

There are no window displays.  
Please see drawings as per 28 above.

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:

Flyering – There is a flyering policy in place.

### **Policies and Operating Schedule**

32. Please provide details of the age verification policy:

The licensee will operate a Challenge 25 age verification policy. People under the age of 25 will be required to show proof 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 16 camera digital CCTV system will be operational on the premises at all times when licensed activities are being carried out. The systems will cover all public areas including booths and corridors but not including staff changing rooms or toilets. The system will conform to West Yorkshire Police guidelines respect of business related CCTV equipment. 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.

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:

The Licensee shall ensure that no nuisance is caused by noise or vibration emanating from the licensed premises resulting from the use of this Licence. The Licensee shall provide urgent attention to any reports of noise nuisance, and act upon direction of the Licensing

**Authority.**

Notices will be placed at all exits to the premises reminding customers to leave the premises quietly.

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.

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 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.

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 trained to intercept and manage any incidents and sufficient staff shall be employed to properly manage queues to prevent noise and aggression.

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

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:**

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, must be undertaken. Records of these safety checks must be kept and made available for inspection by an authorised officer.

Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.

If used, any temporary electrical wiring and distributions will be inspected by a suitably qualified and competent person before they are put into use. An inspection record/certificate will be retained for inspection by an authorised officer.

Regular safety checks of guardings 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, kept in good condition and free of obstructions to prevent slips, trips and falls.

All floor surfaces will be suitably slip resistant, kept in good condition and free of obstructions to prevent slips, trips and falls.

Where strobes, lasers, 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 appropriately trained. Children shall not be permitted in areas of the premises that would enable them to view tableside dancing or entertainment of a like nature being performed.

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

No open containers of alcohol sold for consumption off the premises to be taken from the premises.

Adopt the Check 25 proof of age scheme (as above).

Participate in a local pubwatch scheme or licensing association, (where one exists) that is recognised by West Yorkshire Police.

Implement a dispersal policy that requires that the sale of alcohol terminates at least 30 minutes before the close of business. During the final hour, entertainment shall revert only to background music provided through the venues internal systems and this will be of a relaxed mood. Furthermore, there should be occasional public address and over advertisement of soft drinks, water and food where available.

Any persons who appears to be under the influence of alcohol or drugs will not be admitted to the premises.

Booths, private rooms and areas must be visible to supervision and must not have closing doors or curtains that prevent the performance being observed.

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.

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.

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.

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.

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.

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.

The Incident Report Register will be produced for inspection immediately on the request on an authorised officer.

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



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

Persons under the age of 18 years will not be admitted into the premises

The premises operates a Strict Challenge 25 Policy

The entertainment will not be visible to persons under 18 years who may be outside the premises

The flyering Policy will be adhered to.

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

Prior to working all members of staff must complete a Dancer's Personal Details Form that is kept by the operator. The completion of this document and the identification documents used to verify who the dancer is, will confirm that the dancer is of the correct age and has the right to work in the UK.

39. Describe training and welfare policies:

Please see enclosed, all staff are trained on all policies at the start of employment and then on a quarterly basis each year.

**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:

Topless for Pole Dancing  
Topless 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 - this is monitored by Management and all are aware that CCTV is in operation. Also a specific employee tasked to ensure that this code of conduct is adhered to at all times the premises is open

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 this is monitored by 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 dancers prior to any work commencing.

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 details of applicants to be withheld for security reasons.

#### 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 ..... [REDACTED] .....

Date ..... 30 MARCH 2012 .....

Capacity ..... SOLICITORS 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](mailto: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.



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):
4. Date of Birth: [REDACTED] 5. Gender: [REDACTED]
5. Permanent address: [REDACTED]
6. If resident at this address for less than 3 years, state previous address:
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:

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?  
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?  
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.

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 .....



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**PERSONAL DETAILS**

1. Name:		
2. Former name (if any):		
3. Position in relation to applicant (i.e. director, partner, manager):		
4. Date of Birth:		5. Gender:
5. Permanent address:		
6. If resident at this address for less than 3 years, state previous address:		
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:		

<p>10. Have you ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere?</p> <p>If so, provide details of the date, convicting court, offence and penalty imposed.</p>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>11. To your knowledge, are you currently the subject of any criminal investigate?</p> <p>If so please give details</p>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>12. Have you ever had civil legal action taken against you?</p> <p>If so please give details</p>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>13. Have you ever been declared bankrupt or entered into an arrangement with creditors or an Individual Voluntary Arrangement?</p> <p>If so please give details</p>	
<p>14. Have you ever been disqualified from acting as a company director?</p> <p>If so please give details</p>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>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?</p> <p>If so please give details</p>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>16. Is there any information in this form which you do not wish to be seen by members of the public?</p> <p>If so state which information and the reasons why you do not wish it to be seen.</p>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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**SIGNATURES**

Signature	<div style="background-color: black; width: 100%; height: 20px; display: inline-block;"></div>	.....
Date	<div style="background-color: black; width: 100%; height: 20px; display: inline-block;"></div>	.....





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1. Name:			
2. Former name (if any):			
3. Position in relation to applicant (i.e. director, partner, manager): <u>DIRECTOR</u>			
4. Date of Birth:		5. Gender:	<u>FEMALE</u>
5. Permanent address:			
6. If resident at this address for less than 3 years, state previous address: <u>N/A</u>			
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.

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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

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Signature

Date