

Premises Licence

Premises licence number:

Appendix B

Public Register Copy

Initial licence from:

28th August 2005

Current Licence effective from:

17th May 2012

Premises Address Fire, 50A Call Lane, Leeds, LS1 6DT

Licensable activities authorised by this licence

Sale by retail of alcohol, Performance of live music, Performance of recorded music, Entertainment similar to live music, recorded music or dance, Provision of facilities for dancing, Provision of facilities for anything similar to making music or dancing,

Times the licence authorises the carrying out of licensable activities

Sale by retail of alcohol

Every Day 11:00 - 03:00

Performance of live music

Every Day 11:00 - 03:00

Performance of recorded music

Every Day 11:00 - 03:00

Entertainment similar to live music, recorded music or dance

Every Day 11:00 - 03:00

Provision of facilities for dancing

Every Day 11:00 - 03:00

Provision of facilities for anything similar to making music or dancing

Every Day 11:00 - 03:00

The opening hours of the premises

Everyday 11:00 - 03:30

Alcohol is sold for consumption on the premises

Premises licence holder(s):

True Reason Limited, Axis 62, Foxbridge Way,
Normanton Industrial Estate, Normanton, WF6 1TN

Registered number of holder(s):


02568121

Designated premises supervisor:

Mike Gibson

Access to the premises by children is prohibited.

Licence Issued under the authority of Leeds City Council



Miss Jane Wood
Licensing Officer
Entertainment Licensing
Licensing and Registration

Licence produced on 03/07/2012 at 14:31
by Miss Jane Wood

Annex 1 – Mandatory Conditions

1. Only individuals licensed by the Security Industry Authority may be used at the premises to guard against:-
 - a. unauthorised access or occupation (e.g. through door supervision), or
 - b. outbreaks of disorder, or
 - c. damage
2. No supply of alcohol may be made under this licence
 - a. At a time when there is no designated premises supervisor in respect of the premises licence, or
 - b. At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
3. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
4. The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children -

- a. games or activities which require or encourage, or are designed to require or encourage, individuals to -
 - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - ii. drink as much alcohol as possible (whether within a time limit or otherwise);
- b. provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for *consumption at a table meal, as defined in section 159 of the Act*);
- c. provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;
- d. provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on -
 - i. the outcome of a race, competition or other event or process, or
 - ii. the likelihood of anything occurring or not occurring;
- e. selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

9. Changing the music to a relaxed mood, (only where the theme is generally loud or high impact dance music. Occasional public address or overt advertisement encouraging the sale of soft drinks, and water.
10. The Licensee will adopt a proof of age scheme which is approved by WYP and West Yorkshire Trading Standards (WYTS).
11. The Licensee's staff will ask for proof of age from any person appearing to be under the age of 21 who attempts to purchase alcohol at the premises.
12. The Licensee will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.
13. Plastic or toughened glasses/bottles will be used when requested by West Yorkshire Police (eg football match days).
14. Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be displayed at the exits to the premises.
15. The Licensee will belong to a recognised trade body or Pub Watch Scheme, whose aims include the promotion of the licensing objectives.
16. The Licensee will ensure that customers who commit acts of anti-social behaviour are removed from the premises. Such customers will be excluded from the premises if further incidents occur.
17. The Licensee will comply with the agreed protocols of the local pubwatch scheme(s) or trade body where unilateral banning orders are implemented.
18. The Licensee will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises. The policy will be agreed with WYP. The Licensee of DPS will ensure that staff receive training on the policy.
19. At least thirty minutes will be allowed between the final sales of alcohol and closing the premises. The DPS will permit customers to finish their drinks and leave the premises in an orderly manner.
20. Promote transport options (by advertising taxi numbers and having signs which allow the public to book taxis at reception), agree protocols and call priorities with local taxi firms and ensure transport options are suitably advertised at the venue and staff are aware.
21. A suitable CCTV system will be maintained and be operational on the premises at all times when licensed activities are being carried out.
22. The siting and standard of the CCTV system will be agreed with WYP prior to installation and will comply with that agreement at all times.
23. Changes to the siting and standard of CCTV systems may only be made with the written consent of West Yorkshire Police.
24. *Security footage will be made secure and retained for a period of time to the satisfaction of WYP.*
25. A Supervisors Register will be maintained at the licensed premises, showing the names, addresses and up-to-date contact details for the DPS and all personal licence holders.
26. The Supervisors Register will state the name of the person who is in overall charge of the premises at each time that licensed activities are carried out, and this information will be retained for a period of twelve months and produced for inspection on request to an authorised officer.

27. The minimum of door supervisors for the premises is 2.
28. The Licensee will ensure that a 'Daily Record Register' is maintained on the premises by the door staff.
29. The Daily Record Register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty (verified by the individual's signature).
30. The Daily Record Register will be retained for a period of twelve months from the date of the last entry.
31. Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.
32. 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.
33. 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 witnesses and confirmation of whether there is CCTV footage of the incident.
34. The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.
35. The Licensee will inform West Yorkshire Police of any search resulting in a seizure of drugs or offensive weapons.
36. A suitable receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police.
37. Notices will be displayed at the entrances of the premises which state:
 - A search will be conducted as a condition of entry to premises;
 - Incidents of crime and disorder will be reported to the police;
 - Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent;
 - Entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances.
38. The premises will be linked to West Yorkshire Police (and other venues in the Leeds Nite Net area/scheme) by means of Radio.
39. Such communication link will be kept in working order at all times.
40. The communication link will be available to the Designated Premises Supervisor or other nominated supervisor and be monitored by that person at all times that licensed activities are being carried out.
41. Any police instructions or directions given via the link will be complied with whenever given.
42. All incidents of crime or disorder will be reported via the link to an agreed police contact point.

43. A minimum of 2 personal licence holders shall be on the premises at all times it is open for licensable activities.
44. SIA door supervisors shall be employed at a ratio of 1:80 customers at all times the premises is open for licensable activities.
45. Door staff, whether inside or outside the premises, shall wear high visibility jackets.
46. Door staff shall be provided with, and shall wear at all times when on duty, body cams. These shall record both images and sounds throughout each shift (save for breaks). The images shall be downloaded at the end of each night, and the recordings shall be kept in an unedited format for 31 days. The recordings shall be made available to West Yorkshire Police, British Transport Police or any other responsible authority upon request.
47. No customers shall be permitted on to the stage area.
48. *No drinks shall be sold at less than £1.50.*
49. The premise licence holder and/or DPS shall meet with WYP and/or BTP, if required, monthly.
50. Polycarbonate/plastic containers shall be used at all times for all drinks served at the premises. Drinks in glass bottles shall be decanted into plastic or polycarbonate containers before being given to customers. No glassware shall be passed over the bar to customers.
51. Both BTP and WYP shall be informed of all promoters hosting nights at the premises. Both BTP and WYP shall have absolute power of veto over the use of any particular promoter. If BTP and/or WYP decide that a particular promoter must not be used at the premises, the premises licence holder and/or DPS shall ensure that they are not. At least 14 days notice must be given to BTP and WYP of any new promoters the premises intends to use, and again BTP and WYP have absolute power of veto.
52. The premises shall operate a Challenge 25 policy and all staff shall be trained in its implementation.
53. Panic buttons shall be installed at the DJ booth and behind both bars to alert door staff to any incidents.

Public safety

54. *Drinks, open bottles and glasses will not be taken from the premises at any time. Empty bottles and glasses will be collected regularly and promptly. Glass and other sharp objects will be stored and disposed of safely using suitable receptacles. Receptacles will be secured and not accessible to the customers.*
55. A written risk assessment will be kept which covers all activities which affect the health and safety of members of the public. This will include the noise levels to which the public are to be exposed and information will be provided for the public via signage at the entrance. The assessment will be produced for inspection at the request of an authorised officer.
56. The Licensee will adopt at the premises written policies and procedures on:
 - Entry and egress to the premises (including monitoring of any capacity limit).
 - Evacuation of the premises.
57. The Licensee will ensure staff are trained on these measures, and all other matters relating to the safety of the public.
58. Appropriately trained staff will be provided to oversee general safety within the premises, and these will be provided to a minimum number of one member of staff per 250 occupancy or part thereof, *in accordance with the occupancy figure.*

59. Where the licensable activities are held on floors other than the ground floor level the ratio of supervisors will increase to 1 per 100 occupancy or part thereof on those levels.
60. The Licensee will have a written procedure for crowd control and management. All staff will be instructed in the operation of the procedure. The policy will be available for inspection at the request of an authorised officer.
61. All exit doors will be accessible, open easily and exit routes will be maintained.
62. Safety checks, including doors, will be undertaken before opening to the public and a record kept of inspections.
63. 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.
64. 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.
65. All equipment with which the public may have contact, will be maintained, stored and operated in a safe manner.
66. Appropriate maintenance and test records will be kept and be available for inspection by an authorised officer.
67. Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.
68. Electrical installations will be inspected on a periodic basis (at least every 5 years) by a suitably qualified and competent person. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer. Portable electrical appliances including those brought in temporarily onto the premises will be checked on a regular basis by a suitably trained and competent person to ensure they are in a safe condition. Records will be kept of these checks. These will be made available at the request of an authorised officer.
69. 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.
70. The Licensee will maintain an electrical manually operated fire alarm system that can be clearly heard in all parts of the premises to the satisfaction of WYFRS.
71. The Licensee will maintain a fire alarm system with automatic heat and smoke detectors. The systems requirements, testing and operation will be to satisfaction of WYFRS.
72. The positioning of the electrical fire alarm system, smoke and heat detectors will be agreed with WYFRS.
73. Fire alarm tests will be carried out daily and recorded in a suitable log book. The log book will be made available for inspection by an authorised officer.
74. All staff will be trained in operating the alarm system and be familiar with the fire and escape routes and action to be taken in the event of fire.
75. The Licensee will install and maintain electrical emergency lighting. The source of supply for this lighting will be separate from that for the general lighting. The emergency lighting will be positioned in areas agreed with the WYFRS. These areas will include passages, corridors, ramps and stair cases. The emergency lighting will illuminate all the provided exit notices.
76. The emergency lighting will perform on a complete failure of the normal lighting in a manner agreed with WYFRS. The emergency lighting will meet the British safety standards stipulated by WYFRS.

77. The Licensee will provide to the satisfaction of WYFRS exit sign boxes lit by both primary and emergency lighting. These exit sign boxes will be placed in positions agreed with WYFRS. The size, illumination and design of the sign(s) will be agreed with WYFRS.
78. Exit doors will be provided with external primary and emergency lighting points to the satisfaction of the WYFRS. The design of external fire escape route will be to the satisfaction of WYFRS.
79. The location, number, fire rating and standard of fire extinguishers will be agreed with WYFRS prior to installation and will comply with that agreement at all times.
80. The emergency lighting system will be tested in a manner which satisfies WYFRS. The test results will be kept in a suitable log book and will be available for inspection by an authorised officer.
81. *All curtains and drapes in the premises will be fire retardant and to the satisfaction of WYFRS. Certificates of compliance to the relevant British Standards will be available for inspection by an authorised officer.*
82. Fabric, foliage and decorations will be constructed from materials to the satisfaction of the WYFRS. Certificates of compliance to the relevant British Standards will be available for inspection by an authorised officer.
83. The filling materials used in the furnishings will be combustion modified foam or other material to the satisfaction of WYFRS. Evidence of compliance to the relevant British Standards will be available for inspection by an authorised officer.
84. Any wall coverings at the premises, or on escape routes will be to the satisfaction of the WYFRS. Evidence of compliance to the relevant British Standards will be available for inspection by an authorised officer.
85. Floor coverings at the premises will comply with those safety standards as stipulated by WYFRS. Evidence of compliance to the relevant British Standards will be available for inspection by an authorised officer.
86. The Licensee will make provision for regular inspections of the premises structure. A written record of these inspections will be kept. The records will be made immediately available for inspection at the request of an authorised officer.
87. At the request of an authorised officer the Licensee will produce certification of any building works carried out at the premises. (This will be in the form of a building regulations completion certificate issued by the local authority or an approved inspector).
88. Regular safety checks of decorative and functional fixtures that could fall causing injury to the public or may cause a risk of fire, will be undertaken.
89. 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.
90. All floor surfaces will be suitably slip resistant, kept in good condition and free of obstructions to prevent slips, trips and falls.
91. Safety glass that is impact resistant or shielded to protect it from impact will be used in all areas where the public may come into contact with it.
92. Safety checks will be recorded and made available for inspection at the request of an authorised officer.

93. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.
94. Suitably trained First Aid staff will be provided at all times when the premises are open.
95. Adequate and appropriate First Aid equipment and materials will be available on the premises.
96. 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.
97. A written health and safety policy covering all aspects of the safe use of strobes, lasers, smoke machines or any other special effects, will be provided and staff will be appropriately trained.
98. 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.
99. Fireworks or pyrotechnics will not be used without prior written notification to WYFRS.

The protection of children from harm

100. People under 18 (including staff) will not be admitted to the premises at any time when entertainment of a sexual or adult nature is being provided.
101. Measures will be put in place for ensuring non-admission to persons under 18 years of age when entertainment of an adult nature is taking place, such as door supervision and age checks (including staff).
102. The Licensee will not display outside the premises photographs or other images which indicate and suggest that striptease or similar entertainment takes place on the premises.
103. Any person on the premises who can be observed from outside the premises will be properly and decently dressed.
104. People under 18 will not be admitted.
105. Signs will be provided informing customers that sales will not be made to under 18s, and that age identification may be required.

Annex 3 – Conditions attached after a hearing by the licensing authority

The prevention of crime and disorder

106. The premises will operate search, queue and entry, drugs, dispersal, music and glass policies as set out in True Reason Ltd's representations to the Sub-Committee Review Hearing.

These policies may not be changed without the agreement of West Yorkshire Police
107. Staff must be trained in relation to the above policies

Annex 4 – Plans

The plans for these premises are as those submitted with the application. A copy of which is held by Leeds City Council licensing authority.