



# Licensing Act 2003

## Guidance Note

### Proforma Risk Assessment for Outdoor Events V2

Please complete the details below:

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#### Guidance about this document

1. The Licensing Authority recommends that you complete this specially designed pro forma risk assessment to help you decide what should be entered in your operating schedule to show how you will promote the four licensing objectives.
2. Whilst the Licensing Authority cannot insist you use this document it takes the view that it assists responsible authorities in assessing the operating schedule, promotes discussions and partnership working and will reduce the number of representations and hearings.
3. If you do not use this risk assessment pro forma then you will need to demonstrate how you will meet the licensing objectives by providing other supporting evidence via your operating schedule.

#### How to use this document

1. If you are happy to volunteer the control measures as part of your application place a tick in the relevant box in the right hand column. You can then enter the corresponding codes in page 14 of your application form in the boxes which match up with the licensing objectives or simply write "see pro forma risk assessment". These measures will then appear on your licence.

General	CODE	✓
The Licence will be used for licensable activities on the occasions as specified.	20E001	
The nature of the event/audience profile will not be changed without the consent of the Responsible Authority	20E002	
The licensed site will be open to the public during the hours specified.	20E003	✓
The public will not be admitted to the licensed site until such time that the Licence Holder/nominated person is satisfied that the site is safe and suitable for its intended use.	20E004	✓
Any authorised officer of the Responsible Authorities shall have free access to all parts of the licensed site whilst the licence is in force for the purposes of supervising the compliance of this Risk Assessment Proforma and Event.	20E005	✓
The Premises Licence Holder or a nominated person shall be in charge of and remain upon the licensed site whilst the site is being used for licensable activities.	20E006	✓
An Event Safety Co-ordinator will be appointed who shall be of sufficient competence, status and authority effectively to take responsibility for safety at the event and be able to authorise and supervise safety measures. The Event Safety Co-ordinator and deputy shall have no other additional duties.	20E007	
Event Safety Coordinator will ensure that periodic wind speed measurements are taken throughout the event. The results of these measurements are to be recorded and made available to the Licensing Authority.	20E008	
<p>Comprehensive and detailed colour plans shall be supplied with the Event Management Plan to all Responsible Authorities. The plans shall be to a scale and grid referenced to the standards required by the Responsible Authorities.</p> <p>The Plans should contain the following items (not exhaustive):</p> <ul style="list-style-type: none"> <li>• All boundary fencing (defining the arena, backstage areas, etc)</li> <li>• All vehicle access routes, including routes for emergency vehicles</li> <li>• The locations and reference number of all entrance and exit points/gates (including backstage and emergency access points);</li> <li>• All structures (type / use identified)</li> <li>• Fire Points</li> <li>• First Aid Points</li> <li>• Toilet Blocks</li> <li>• Water Points</li> <li>• Welfare provisions, lost &amp; found etc.</li> <li>• CCTV locations</li> <li>• Security Control</li> <li>• Production office etc.</li> </ul>	20E009	

Any changes to the CCTV arrangements may only be made upon agreement with the Responsible Authorities.		
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<b>Security</b>	<b>CODE</b>	<b>✓</b>
Sufficient number of security staff and stewards shall be provided in accordance with the current Event Safety Guide (Purple Book), or to any other standards / numbers as agreed with the Responsible Authorities.	20E018	
<p>The event Management Plan will contain a Security and Stewarding Plan, including details of the security command structure, the numbers of security and stewarding personnel, their locations, duties and responsibilities, methods of communication, means of identification (including personal identification), briefing arrangements and contingency plans.</p> <p>The Security &amp; Stewarding Plan will not be changed without the agreement of the Responsible Authorities.</p>	20E019	
<p><b>Security &amp; Steward Personnel Register:</b></p> <p>A register will be maintained to record all security and steward personnel working on the licensed site. Details recorded in the register will include: the full name of each individual employed, accompanied by their date of birth, home address, employer, their unique personal identification number allocated for the purpose of the event, and registration number held with the SIA (if applicable). The register must also contain records of the date and times during which the individuals commenced and finished duty which a signed acknowledgement by each individual.</p> <p>The register will be maintained at the licensed site and be produced for inspection by any authorised officer of the Responsible Authorities.</p> <p>The Licence holder will retain the register for a period of 6 months following the event.</p>	20E020	

<b>Search Policy</b>	<b>CODE</b>	<b>✓</b>
A search Policy for patrons entering the licensed site will be provided to the satisfaction of the Responsible Authorities.	20E021	
A Search Policy will be contained within the Event Management Plan.		

<p>Notices will be displayed at the entrances of the site which state:</p> <ul style="list-style-type: none"> <li>• A search will be conducted as a condition of entry to the site;</li> <li>• Incidents of crime and disorder will be reported to the police;</li> <li>• Entry to the site will be refused to any person who appears to be drunk, acting in a threatening manner or is violent.</li> </ul>	20E022	✓
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Plans should identify highway routes to the site, car parks, entrances/exits to car parks, pick up points, etc external to the site. It may therefore be necessary to supplement the site plans with colour coded/ grid referenced area maps for this purpose.		
There will be no changes to the plans without the consent of the Responsible Authorities.		

<b>Insurance</b>	<b>CODE</b>	✓
Public Liability and Third Party Insurance adequate for the total capacity of the licensed site and the duration of the event shall be taken out and retained on the site.	2OE010	

<b>Ticket Sales</b>	<b>CODE</b>	✓
A means to allow the Licensing Authority information as is necessary to enable an audit of ticket sales shall be provided.	2OE011	

<b>Sale of Alcohol</b>	<b>CODE</b>	✓
Where the sale of alcohol is a licensed activity, all alcohol sales must be made under the authorisation of a Designated Premises Supervisor (DPS) who is a Personal Licence Holder.	2OE012	✓
A supervisors register will be maintained at the licensed site to identify the names and licence details of any other Personal Licence Holders at the licensed site who are to authorise the sale of alcohol. This register will be produced for inspection by any authorised officer of the Responsible Authorities, and shall be retained by the Licence Holder / nominated person for a period of 6 months after the event.	2OE013	✓
The 'Check 21' Scheme will be used to prevent the sale of alcohol to persons under 18 years of age	2OE014	

<b>Public Safety</b>	<b>CODE</b>	✓
The security and safety of the public whilst on the licensed site will be the responsibility of the Premises Licence Holder.	2OE015	✓

<b>CCTV</b>	<b>CODE</b>	✓
A suitable CCTV system will be installed, maintained and be operated on the site at all times when the public are on the site.	2OE016	✓
The Event Management Plan will contain detailed information of the CCTV system to be used, including the location of cameras, monitoring and recording arrangements and the retention of recorded information.	2OE017	

relating to the safety of the public.		
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<b>Signage</b>	<b>CODE</b>	<b>✓</b>
All access and egress routes, sanitary accommodation, drinking water, first aid points, campsites, car parks and security control units shall be adequately and conspicuously signposted at all times. All access and egress gates are to be provided with relevant gate numbers identifiable from both inside and outside the arena and correspond with the site plan.  Emergency exit gates shall be appropriately identified.	20E033	

<b>Vehicle Movement</b>	<b>CODE</b>	<b>✓</b>
A fully navigable route for vehicle use avoiding conflict with pedestrian traffic will be provided to all areas for the licensed site	20E034	
Vehicular movement while the public are on the Licensed Site will be limited to those which are essential and will be controlled to ensure safety of the public. The use of 'golf type' buggies on the Licensed Site and back stage will be limited to essential use and will be controlled to ensure safety of public and staff.	20E035	
Where vehicles conflict with pedestrians leaving the arena (ie vehicles travelling from the back stage area) there shall be an agreed vehicle curfew commencing from when pedestrians start leaving the arena until the arena has been cleared.	20E036	
During the event of an evacuation of the site there shall be no vehicle movement until the Licence holder is satisfied that all pedestrians have vacated the area.	20E037	
Concessions shall be briefed to the effect that vehicle movement within the licensed site is strictly prohibited.	20E038	
Any person in charge of a vehicle shall be suitably qualified/trained.	20E039	

<b>Emergency Vehicles</b>	<b>CODE</b>	<b>✓</b>
Emergency vehicle access routes to the arena and all parts of the Licensed Site shall be provided to the satisfaction of the Responsible Authorities.	20E040	
Emergency vehicle access routes shall be clearly signposted and shall be kept clear of obstructions at all times.	20E041	

<b>Fire Safety</b>	<b>CODE</b>	<b>✓</b>
The licensee has a fire risk assessment under the Regulatory Reform (Fire Safety) Order 2005. This will be made available at the request of an authorised officer. Please refer to Fire Safety Risk Assessments (open air	20E042	✓

the site will be checked on a regular basis by a suitably qualified person to ensure they are in a safe condition.		
Temporary electrical wiring and distributions will be inspected by a suitably qualified person before they are put into use.	20E052	
Records of all inspections and copies of certificates will be maintained on the licensed site and produced for inspection by any authorised officer of the Responsible Authorities.  The Licence Holder will retain copies of such records and certificates for a period of 6 months following the event.	20E053	

<b>Structures</b>	<b>CODE</b>	<b>✓</b>
All staging, ramps, stairs front of house barriers and other structures erected on the Licensed Site in connection with the event will comply with the provisions of the HSE Event Safety Guide, and the relevant safety regulations appertaining to the structure.	20E054	
The event Management Plan will contain a schedule of the temporary structures to be installed on site including details of the dimensions / loadings, history of use and details of the suppliers / installation arrangements.  The locations of all temporary structures will be identified on the site plan.	20E055	
All temporary structures shall be suitable and fit for their intended purpose and installed in accordance with the manufacturer's instructions.	20E056	
No additional temporary structures will be allowed on the site other than those for which the details have previously been submitted to and approved by the Responsible Authorities.	20E057	
Completion certificates for all temporary structures will be obtained prior to the admission of the public to the licensed site.  Certificates will be maintained on the site for inspection by any authorised officer and retained for a period of 6 months after the event.	20E058	
Regular safety inspections of temporary structures shall be undertaken. A written record of these inspections will be kept.  The records will be maintained on site for inspection by an authorised officer and retained for a period of 6 months after.	20E059	
A supervision policy will be maintained to prevent people from inappropriate behaviour, including climbing which may lead to a fall from height.	20E060	
Regular safety checks of guarding to fires and open flames will be undertaken.	20E061	

events & venues booklet) ISBN 139781851128235.		
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<b>Lighting</b>	<b>CODE</b>	<b>✓</b>
Lighting will be provided in all key areas of the site to which the public have access inside and outside the site, including emergency and general access/exit routes, passages, corridors and stair cases, toilets, first aid points, car parks, designates pick up points, bus terminals and any campsites.  Enclosed structures, ie marquees, will be provided with exit sign boxes lit by both primary and emergency lighting.	20E043	
An electrical emergency lighting system will be installed and maintained. The source of supply for this lighting will be separate from that for the general lighting.	20E044	
The emergency lighting will illuminate all exit signs, gate number and exit routes from the site.	20E045	✓
The general and all emergency lighting systems will be tested prior to the admission of the public. Records of such tests will be maintained on site for inspection by any authorised officer.	20E046	

<b>Site Safety Check</b>	<b>CODE</b>	<b>✓</b>
A full safety check of the licensed site, including the availability of exit gates and routes for pedestrians and emergency vehicles, will be carried out prior to the admission of the public.	20E047	✓
Periodic safety checks will be carried out whilst the public are on the site.  Records of all such checks will be maintained on the licensed site and produced for inspection by an authorised officer of the Responsible Authorities.  The Licence holder will ensure that such records are maintained for a period of 6 months after the event.	20E048	

<b>Electrical Installations</b>	<b>CODE</b>	<b>✓</b>
All electrical installations are to be certified by an electrician as approved to current British Standards as detailed in the HSE Event Safety Guide. All electrical installations and equipment must comply with the general requirements of the Electricity at Work Regulations 1989 or to any revised standards.	20E049	✓
Electrical installations will be inspected prior to the start of the event by a suitably qualified person.	20E050	
Portable electrical appliances including those brought in temporarily onto	20E051	

First aid points will be identified on the site plan.		
If paramedics are to be deployed their registration numbers must be provided to the appropriate Ambulance Authority at least 28 days prior to the start of the event.	20E072	
Public access to any part of the licensed site will be subject to confirmation that the Medical Provider and adequate first aid cover is in place.	20E073	
The Medical Co-ordinator shall be provided with details of the intended programme of acts and activities and shall ensure that any alterations to the programme are notified immediately.	20E074	
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. All relevant staff will be appropriately trained in such procedures.	20E075	

<b>Special effects</b>	<b>CODE</b>	<b>✓</b>
The Event Management Plan will contain a written health and safety policy covering all aspects of the safe use of strobes lasers, smoke machines or any other special effects.	20E076	
The use of strobes and similar effects shall be displayed on event advertising media (including electronic publicity) and displayed on the event tickets and upon entry to the site.	20E077	
Details of all Lasers to be used during the event must be provided to the Leeds City Council Health and Safety team no later than 28 days prior to the event.	20E078	

<b>Tattoo Artists</b>	<b>CODE</b>	<b>✓</b>
The Licensing Authority shall be provided with 28 days notice of details of any tattooists or body piercers which are to trade on the Licensed site.	20E079	

<b>Disabled Facilities</b>	<b>CODE</b>	<b>✓</b>
Special provisions for disabled persons, namely access and egress. Car parking, sanitation facilities and viewing areas where appropriate shall be provided.  Such facilities will be identified on the site plan.	20E080	
The event Management Plan shall contain a procedure for the safe evacuation of disabled persons. Staff will be trained in the procedure and a record kept of such training.	20E081	



All floor surfaces will be suitably slip resistant, kept in good condition and free of obstructions to prevent slips, trips and falls	20E062	
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<b>Catering</b>	<b>CODE</b>	<b>✓</b>
28 days prior to the event Environmental Health Services shall be provided with a full list of food concession units detailing their names, addresses, type of operation and proposed locations within the licensed site. The licensee or sole franchise holder shall ensure that no other food concessionaires other than those already notified are admitted to the licensed site.	20E063	
At the request of an Environmental Health Officer, any food operation not complying with the food hygiene and Health and Safety at Work legislation shall be closed down.	20E064	
The provision of and location of all refreshment / concessionaire facilities shall be positioned well away from the stage and not obstruct access to any exit from the Licensed Site.	20E065	
All concession units shall remain stationary whilst the public are on the site and shall remain stationary for a minimum of 30 minutes once the public have left the site.	20E066	
Concessions will be made aware that the movement of any vehicles, including golf buggies, on the licensed site whilst the public are present is strictly prohibited. Any concessions ignoring this requirement will be rejected from the site.	20E067	
No catering vehicles approved to be on the site shall be parked down a slope unless the vehicles have been adequately checked.	20E068	
The preparation and serving of hot food and drink will be positioned to prevent the risk of scald and burns to the public.	20E069	

<b>Medical Provisions</b>	<b>CODE</b>	<b>✓</b>
Medical provisions calculated on the attendance figures for the event will be supplied in accordance with the current version of the HSE Event Safety Guide (Purple Book, or to any other standards / numbers as agreed with the Responsible Authorities.	20E070	
The Event Management Plan will contain a Medical Plan, which will include details of the medical provider, a breakdown of the numbers, qualifications and experience of medical personnel.  The Medical Plan will also have particular reference to the quantity and quality of the first aid points, including the size, location, signage, electricity, lighting, flooring, water supply and access by emergency vehicles.	20E071	

No nuisance will be caused by noise or vibration emanating from the site from external plant or equipment.	20E088	✓
The rating level of noise from plant and machinery will be no higher than 5dB below the lowest background level at the most affected noise sensitive premises during the operation of the plant. Plant and machinery will be regularly serviced and maintained to continue to meet the rating level.	20E089	
All lighting on the site shall be of a suitable intensity and positioning. All lighting on or at the site will be operated in a manner which will not cause a nuisance to nearby properties.	20E090	✓
The site will be operated in a manner which will prevent unwanted odours causing a nuisance to persons in the immediate area or nearby properties.	20E091	✓
The Event Management Plan will contain a Litter & Waste Management Strategy. The Strategy will identify: <ul style="list-style-type: none"> <li>• Location and number of containers</li> <li>• Emptying and replacement schedule</li> <li>• Steps to remove litter throughout the event</li> <li>• Standby procedures to address any identified refuse accumulations e.g. overflowing receptacles</li> <li>• After event cleaning schedule</li> <li>• Steps to prevent litter from being dropped offsite</li> <li>• Steps to remove litter along roads, entrances and exits adjacent to the site</li> <li>• Arrangements for waste produced by traders</li> <li>• Methods proposed to evidence that the above steps have been taken.</li> </ul>	20E092	
The site will have an adequate supply of litter bins. Notices requiring customers to use the litter bins will be displayed prominently at the site. Litter bins will be emptied regularly.	20E093	✓
All materials used to promote or market the event are to be displayed lawfully. The Licensee will take measures to encourage agents, servants, employees or any party acting on her/his behalf to display promotional materials lawfully.(E.g. By way of contractual agreement.)	20E094	✓
All reasonable steps will be taken to ensure that activities promoting or publicising the event do not cause littering. Measures to remove such litter as and when it occurs shall be put in place.	20E095	✓

Sanitation	CODE	✓
Sufficient sanitary accommodation units, washing facilities and hand wash/sanitation units and drinking water facilities will be placed in suitable locations around the licensed site in accordance with guidance laid out in the current HSE Event Safety Guide.	20E096	

<b>Public Nuisance</b>	<b>CODE</b>	<b>✓</b>
The Event shall be carried out in such a way to comply at all times with the Code of Practice on Environmental Noise Control at Concerts (published 1995 by the Noise Control Council ISBN Z 900103515).	20E082	
<p>The Event Management Plan shall contain a Noise Management Strategy.</p> <p>The Strategy shall identify how noise arising from the holding of the event will be effectively controlled so as to prevent public nuisance and show full compliance with licence conditions and with the Code of Practice on Environmental Noise Control at concerts (published by the Noise Control Council ISBN 2900103515). This strategy shall include proposals for dealing with noise from:</p> <ul style="list-style-type: none"> <li>• Regulated Entertainment</li> <li>• Concessions including funfair rides</li> <li>• Fireworks and other pyrotechnics</li> <li>• How any overrun will be prevented or controlled</li> </ul> <p>Once agreed the contents of the strategy shall be followed throughout the event.</p> <p>Noise from the licensed site will be inaudible at the nearest noise sensitive premises.</p>	20E083	
<p>A noise propagation test shall be undertaken and completed in the morning prior to the start of the music event, or the day before the event.</p> <p>Appropriate control limits at the sound mixer position and adjustments to sound amplification equipment will be fixed as a result of testing. The sound system will be configured and operated in a similar manner as intended for the event. The sound source used for the test will be similar in character to the music likely to be produced for any major music event.</p>	20E084	
An independent noise consultant to assess the positioning of sound sources pre-event and to monitor noise throughout the event must be present. Any testing of sound equipment will not take place before 10:00hrs and will last for a maximum of 2 hours on any one day. The noise consultant will be available throughout the duration of the event and will have complete authority to ensure licence compliance without interference from the Premises Licence Holder or any other party on behalf of the event and will have an on site team to monitor noise throughout the event. The noise consultant will maintain a noise log which will be available at all times for inspection by an authorised officer.	20E085	
Bottles will not be placed in the external receptacle between 23.00 and 06.00 hours to minimise noise disturbance to adjoining properties.	20E086	✓
Waste collection, plant and machinery, deliveries and other activities that might generate noise will be located as far as possible from residential properties and other noise-sensitive properties.	20E087	✓

Sanitary accommodation units will be regularly emptied throughout the event by a competent Licensed Contractor. To ensure public safety during the emptying of sanitary units, emptying procedures will conform to site safety rules as outlined in any Risk Assessments and site safety plans.	20E101	
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<b>Traffic Management</b>	<b>CODE</b>	<b>✓</b>
<p>A traffic management plan will be provided to the satisfaction of all relevant agencies. This will include details of:</p> <ul style="list-style-type: none"> <li>• Traffic Routes</li> <li>• Traffic Regulation orders</li> <li>• Traffic Signage</li> <li>• Car Parks</li> <li>• Management of vehicle gates</li> <li>• Traffic Spotters</li> <li>• Tow Away Facilities</li> <li>• Advanced information in the media</li> <li>• Use of Public Transport / Coaches</li> <li>• Pedestrian Access Facilities</li> </ul> <p>The plans of the licensed site shall identify routes for emergency vehicles around the licensed site and location of car parks. This plan should be supplemented with area maps identifying traffic routes to the site, access &amp; egress points to car park and the identified access/egress routes for emergency vehicles (unless this information may be contained on the same site plan).</p>	20E102	
All vehicular access points into the Licensed Site shall be provided to a standard appropriate for the nature and volume of traffic shall be laid out and constructed to the satisfaction of the Responsible Authorities.	20E103	
Designated areas will be used for car parking. Such areas will be adequately stewarded, illuminated and signed.	20E104	

<b>Protection of Children</b>	<b>CODE</b>	<b>✓</b>
Where entertainment of an adult nature is to take place, the Licence Holder will provide clear signage that the event is not suitable for under 18's	20E105	
<p>Where the event consists of children's activities and / or has crèche/lost children's facilities, the Licence Holder will ensure that the necessary background checks including relevant police checks on all potential staff are carried out.</p> <p>This will be demonstrated in the Event Management Plan.</p> <p>The Licensee will report any child related concerns to the police he/she has about potential staff, existing staff and customers</p>	20E106	

<p>The event Management Plan will include a water and sanitation management strategy. This shall contain the following</p> <ul style="list-style-type: none"> <li>• Location, numbers and types of drinking water points</li> <li>• Sources of water supply</li> <li>• Methods of sterilisation of taps and erected systems prior to use</li> <li>• Methods and frequency of ongoing cleaning and sanitising.</li> <li>• Monitoring of water points throughout the event.</li> <li>• Drainage of water point areas.</li> <li>• Water quality sampling regime before and during the event.</li> <li>• Methods proposed to evidence that the above steps have been taken.</li> <li>• Location, numbers and types of sanitary accommodation.</li> <li>• Disabled facilities</li> <li>• Male/Female split.</li> <li>• Washing facilities provided.</li> <li>• Methods and frequency of emptying, cleaning and monitoring of the sanitation facilities throughout the event.</li> <li>• Methods and frequency of refilling and monitoring of hand sanitation units</li> <li>• Drainage of sanitation areas</li> <li>• Methods proposed to evidence that the above steps have been taken.</li> </ul> <p>Once agreed, the contents of the strategy will be followed throughout the event</p> <p>The locations of such facilities will be identified on the site plan.</p>	20E097	
<p>Sufficient drinking water points will be placed around the licensed site for the adequate supply of free, potable and wholesome drinking water for visitors throughout the event. Provisions will be made for an alternative supply of drinking water in case of failure of planned sources of drinking water.</p>	20E098	
<p>All sanitation and drinking water supplies shall be in position and serviced prior to the admission of the public to the site.</p>	20E099	
<p>The drinking water point areas will be monitored on a regular basis throughout the event. Monitoring will include checks on adequacy of drinking water supply, checks on cleaning and sanitisation of the points, checks for leaks, damage, flooding and blockages. Any problems will be addressed straight away.</p> <p>Records of all such checks will be maintained on the licensed site and produced for inspection by any authorised officer of the Responsible Authorities.</p> <p>The Licence Holder will retain copies of such records and certificates for a period of 6 months following the event.</p>	20E100	

# SCANNED

All staff will receive training to the procedures for dealing with unaccompanied and lost children on the site to prevent them from harm.	2OE107	
Such training and procedures will be demonstrated in the Event Management Plan.		

<b>Cinema and Film Exhibition</b>	<b>CODE</b>	✓
Children will be restricted from viewing films in accordance with the recommendations of a competent body (usually the British Board of Film Classification) or the Licensing Authority.	2OE108	

<b>Camp Sites</b>	<b>CODE</b>	✓
Where camping is to be provided, the Event Management Plan will contain a Camp Site Plan This should include detailed information of all facilities to be provided in the camp sites subject to the numbers of people camping, including (but not exhaustive): <ul style="list-style-type: none"> <li>• Monitoring and control of tents/camper vans;</li> <li>• Security/Fire Patrols (including contingency plans for calling the Fire Authority);</li> <li>• Sanitary and washing facilities</li> <li>• Drinking Water</li> <li>• Medical provisions</li> <li>• Catering</li> <li>• Lighting</li> <li>• Signage</li> <li>• CCTV</li> <li>• Policy on cooking / campfires</li> </ul>	2OE109	
The layout of the campsites with all access and egress points and location of watch towers, fire patrols, etc will be included on the site plan.		
Grass will be cut if necessary, and all cut grass should be removed from areas used for sleeping accommodation.	2OE110	
The public will not be admitted to the campsites until such time that the Licence Holder is satisfied that the campsites are safe and suitable for the intended use and all provisions are in place and operative.	2OE111	
Campsites shall have clearly defined emergency vehicle access lanes.  The lanes should be designed to allow emergency vehicles access and egress from a camping area without the vehicle having to turn back on itself.	2OE112	
Camping must be controlled to ensure that tents do not encroach onto the vehicle lanes.	2OE113	
All tents and sleeping accommodation shall be controlled and monitored to ensure that tents etc are adequately spaced having regard to public safety.	2OE114	

The camp site shall be monitored to ensure that no overcrowding occurs	2OE115	
An on site privately organised fire team with off road capability to provide fire cover at all times that the site is open for members of the public shall be provided subject to discussions with fire authority.	2OE116	
Fire watchtowers shall be provided and staffed by at least two competent personnel at all times during the event. All towers to have radio communications with campsite control.	2OE117	
<p>Prior to the admission of the public on the camp site, all systems used for giving warning in the event of fire, and evacuation procedures, shall be tested.</p> <p>Records of such tests will be maintained on the licensed site and produced for inspection by any authorised officer of the Responsible Authorities.</p> <p>The Licence Holder will retain copies of such records and certificates for a period of 6 months following the event.</p>	2OE118	
Fire points shall be clearly signed and visible.	2OE119	
Cooking facilities shall be monitored by stewards, any that are out of control shall be extinguished.	2OE120	
All campers on entering the campsite shall be given a leaflet detailing the onsite fire precautions, the action to be taken in the case of a fire and safe practice regarding the use of LPG cylinders for cooking and lighting. The leaflet shall also contain a warning that any persons considered to be acting irresponsibly will be ejected from the site.	2OE121	

The CCTV system will be capable of securing relevant pictures for review or export at a later date.	6PF011	✓
The CCTV system will be adequately maintained and be capable of transporting recorded material onto a removable media.	6PF012	✓
The CCTV system replay software must allow an authorised officer of the Licensing Authority or Responsible Authority to search the picture footage effectively and see all the information contained in the picture footage.	6PF013	✓
It must be possible to replay exported files immediately e.g. no re-indexing of files or verification checks.	6PF014	✓

### Designated Premises Supervisor (DPS)

Will the DPS generally be on site?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is the DPS contactable in emergency?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If the DPS is not to be generally on site, have you made arrangements to nominate the supervisor in his/her absence?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is the Supervisor's Register bound with consecutively numbered pages?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Suggested measures	Code	✓
A Supervisor's 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.	6PF015	✓
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.	6PF016	✓

### Door Supervisors and Other Security Staff

Do you use registered door supervisors or security staff?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Are they Security Industry Authority (SIA) registered?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you specify a minimum number of door supervisors?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
If YES, state the number of staff _____	
Days (and times) employed _____	
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you have a policy with the door supervisor or security company which covers:	
• Vetting customers entering the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Is there a prominently displayed written search policy on the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Controlling customers entering, within or leaving the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>



• Safeguarding the public within and immediately outside the premises?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Notifying WYP at the earliest opportunity of any problems or incidents?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Exclusion of persons who have had too much to drink or appear inclined to disorder?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you have a Daily Record Register within which door supervisors/security staff sign on and off duty?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is the Daily Record Register bound with consecutively numbered pages?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Can you identify who was on duty at any particular time?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you have an Incident Report Register?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is the Incident Report Register bound with consecutively numbered pages?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Suggested measures	Code	✓
The minimum number of door supervisors for the premises is _____ Please specify days and hours door supervisors operate on the premises.	6PF017	
The Premises Licence Holder (PLH)/Designated Premises Supervisor (DPS) will ensure that a 'Daily Record Register' is maintained on the premises by the door staff.	6PF018	
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 and finished duty (verified by the individual's signature).	6PF019	✓
The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry.	6PF020	✓
Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.	6PF021	✓
The PLH/DPS will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti social behaviour, admissions refusals and ejections from the premises.	6PF022	✓
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, the police incident and / or crime number, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.	6PF023	✓
The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.	6PF024	✓

**Drugs and Offensive Weapons**

Do you have a policy and procedure to prevent use of illegal drugs or weapons (e.g. a search policy)?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Does the policy include:	
• recording any search	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
• seizing drugs/weapons found	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
• a purpose made secure receptacle for items seized	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
• informing the police of any search and seizure	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
• prominently display notices to inform customers of the policy	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

Suggested measures	Code	✓
A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.	6PF025	
The PLH/DPS will inform West Yorkshire Police as soon as practicably of any search resulting in a seizure of drugs or offensive weapons.	6PF026	
A suitable purpose-made 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 or British Transport Police.	6PF027	
Notices will be prominently displayed at the entrances of the premises which state: <ul style="list-style-type: none"> <li>• a search will be conducted as a condition of entry to premises;</li> <li>• Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register.</li> <li>• Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; or appears to be under the influence of drugs.</li> <li>• 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</li> </ul>	6PF028	

**Communication**

Do you subscribe to a form of communication link (radio/text/pager system). The system shall be recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police.	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

Suggested measures	Code	✓
There will be a communication link via radio to other venues in the city centre. This will be the system recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police	6PF029	

Such communication link will be kept in working order at all times when licensable activities are taking place	6PF030	
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.	6PF031	
Any police instructions or directions given via the link will be complied with whenever given.	6PF032	
All incidents of crime or disorder will be reported via the link to an agreed police contact point.	6PF033	

### Responsible Sale of Alcohol (cont)

<u>Proof of Age</u>		
Have you adopted a proof of Age Scheme?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/> N/A <input type="checkbox"/>
Have all staff been instructed of the steps required to prevent under age sales of alcohol?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/> N/A <input type="checkbox"/>
<u>Glass and Bottles</u>		
Do you have a policy for the frequent collection of glasses and bottles?	YES <input type="checkbox"/>	NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you take steps to prevent glasses/bottles being removed from the premises, e.g. instruction to door/bar staff, display of notices?	YES <input type="checkbox"/>	NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you use plastic or toughened polycarbonate (or similar) drinking glasses/bottles when necessary?	YES <input type="checkbox"/>	NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<u>Alcohol Designated Public Places Orders</u>		
If your premises are in the area of an Alcohol Designated Public Places Order (DPPO), do you prominently display notices advising customers of the Order and its effects?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

Suggested measures	Code	✓
The PLH/DPS staff will ask for proof of age from any person appearing to be under the age of 21/25 who attempts to purchase alcohol at the premises. Or	6PF034	<input checked="" type="checkbox"/>
The PLH/DPS staff will ask for acceptable evidence (as agreed by WYP / WYTSS) from any person appearing to be under the age of 21/25 who attempts to purchase alcohol at the premises.	6PF035	<input checked="" type="checkbox"/>
<u>Glass and Bottles</u> 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.	6PF036	
The PLH/DPS will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.	6PF037	

Plastic or toughened polycarbonate (or similar) glasses/bottles will be used in all outdoor areas.	6PF038	
Plastic or toughened polycarbonate (or similar) glasses/bottles will be used when requested by West Yorkshire Police / British Transport Police (e.g. football match days)	6PF039	
<u>Alcohol Designated Public Places Orders</u> Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be prominently displayed at the exits to the premises.	6PF040	✓

### Responsible Sale of Alcohol (cont)

<u>Membership of a Recognised Body</u> Do you belong to a Licensees Association/Body	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
If YES, please state which body .....	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
<u>Exclusion from Premises</u> Do you operate a system of excluding customers who are known to cause problems?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES:	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• is this your own system or	
• a system run by a local licensees body	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
<u>Dispersal Policy</u> Do you have a written dispersal policy (e.g. A policy on how you disperse your clientele from your premises to reduce the risk of anti social behaviour)	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES:	
• Was this agreed with WYP (and BTP where applicable)?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Are all bar and door staff trained on the policy?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Suggested measures	Code	✓
The PLH/DPS will belong to a recognised trade body or Pub Watch Scheme where one exists, whose aims include the promotion of the licensing objectives	6PF041	
The PLH/DPS 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 PLH/DPS will ensure that staff receive training on the policy.	6PF042	

### Entertainment of an Adult Nature e.g. Strip Tease Dancing or Nude Dancing

Do you provide any entertainment consisting of striptease or nude dancing including where dancers are wearing 'see through' clothing or the show includes sexual stimulation?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Please note that should you provide relevant entertainment more than 12 occasions per 12 month period or more frequently than monthly you will be required to apply for a Sex Establishment licence.	

<b>Suggested measures</b>	<b>Code</b>	<b>✓</b>
Entertainers will be aged no less than 18 years.	6PF043	
Price lists will be clearly displayed at each table and at each entrance to the premises.	6PF044	
Entertainers will only be present in the licensed area in a state of nudity when they are performing on stage or providing a private dance.	6PF045	
Any person on the premises who can be observed from outside the premises will be properly and decently dressed.	6PF046	
Entertainers will only perform on the stage area, or in areas identified on the plan attached to the licence.	6PF047	
Relevant entertainment will only be performed by the entertainer. There must be no audience participation. There must be no physical contact between entertainers.	6PF048	
Customers will not touch the breasts or genital area of entertainers. Entertainers will not directly or indirectly touch the breasts or genital area of customers.	6PF049	
Any performance will be restricted to dancing and the removal of clothes. There will not be any other form of sexual activity or stimulation which, for the avoidance of doubt, includes kissing.	6PF050	
Sex toys must not be used and penetration of the genital area by any means must not take place.	6PF051	
Customers will not be permitted to throw money at the entertainers.	6PF052	
All areas used for private dances must be visible to supervision and must not have closing doors or curtains that prevent performances from being observed.	6PF053	
All areas used for private dances must be directly supervised by either a SIA registered door supervisor, or a member of staff who has direct contact with SIA registered door supervisors working on the premises at all times the booths/areas are in use. Direct supervision does not include remote supervision by CCTV.	6PF054	

**Public Safety**

**Management Arrangements**

Suggested measures	Code	✓
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.	6PF055	✓
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.	6PF056	✓
During opening hours the cellar door must be kept locked or adequately supervised to prevent unauthorised access by the public.	6PF057	✓
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.	6PF058	✓
Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.	6PF059	
Electrical installations will be inspected on a periodic basis (at least every 3 years or at a frequency specified in writing) by a suitably qualified and competent person. Inspection records/certificates will be kept and made available at the request of an authorised officer. If used, any temporary electrical wiring and distributions will also be inspected. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.	6PF060	✓
<p>One of the following protective measures shall be used for all socket-outlets which may be used for the connection for lighting, video or sound amplification equipment and display models:</p> <ul style="list-style-type: none"> <li>a) Each socket-outlet circuit will be protected by a residual current device having a rated residual operating current not exceeding 30mA, or</li> <li>b) Each individual socket-outlet will be protected by an integral residual current device having a rated residual operating current not exceeding 30mA.</li> </ul> <p>The current operation of all residual current devices will be checked regularly by pressing the test button. If the device does not switch off the supply, an electrical contractor should be consulted. At the same time action should be taken to prohibit the use of socket outlets associated with a faulty residual current device.</p>	6PF061	

## General Housekeeping

Do you have written procedures for the inspection of:

- |  |  |
|--|--|
| • Furnishings and fabrics                            | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/> |
| • Suspended decorations/lights/amplification systems | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/> |
| • Guarding to stairs/balconies/landings/ramps        | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>            |
| • Condition of floor surfaces                        | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>            |
| • Provision of safety glazing                        | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>            |
| • Guardings to fires or open flames                  | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>            |

Suggested measures	Code	✓
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.	6PF062	
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.	6PF063	
A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.	6PF064	

## Refreshments

- |  |  |
|--|--|
| Do you prepare hot food / drinks in proximity to the public? | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/> |
| If YES:<br>Has the risk of scalding or burns been assessed?  | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>            |

Suggested measures	Code	✓
Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scald or burns.	6PF065	

## First Aid

Do you have staff trained in First Aid? YE YES  NO  N/A

If YES, please state numbers 1

Do you provide facilities for treatment of minor injuries (e.g. First Aid box)? YES  NO  N/A

Do you have procedures for dealing with customers who are unwell including those who appear to be affected by drugs / alcohol)? YES  NO  N/A

Suggested measures	Code	✓
A suitably trained First Aider or appointed person will be provided at all times when the premises are open.	6PF066	<input checked="" type="checkbox"/>
An appropriately qualified medical practitioner will be present throughout any sporting entertainment.	6PF067	<input type="checkbox"/>
Staff holding a current qualification issued by a recognised national body in rescue and life safety procedures will be stationed and remain in the vicinity of the water at all material times.	6PF068	<input type="checkbox"/>
Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.	6PF069	<input checked="" type="checkbox"/>
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.	6PF070	<input type="checkbox"/>

## Special Effects

Do you use special effects on the premises, e.g. strobes, lasers, smoke machines or fireworks? YES  NO  N/A

If yes, please give details :

Suggested measures	Code	✓
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.	6PF071	<input type="checkbox"/>
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.	6PF072	<input type="checkbox"/>



## Public Nuisance

### Noise and Vibration

#### Noise and vibration

Identify the potential sources of noise and vibration which apply to your premises:

- Amplified music
- Unamplified music
- Singing and speech
- Waste disposal, including bottle bins
- Plant and machinery, including extraction systems
- Food preparation
- Cleaning

Identify where sources of noise may occur outside your premises:

- Beer garden
- Play area
- Car park
- Temporary structure
- Plant and equipment

Identify which measures are in place/proposed:

- Soundproofing
- Air conditioning to allow windows to be kept closed
- Sound limiters
- Use of lobby doors
- Cooling down period with reduced music volume
- Fixed and appropriate times for collection of waste
- Restricted use of outdoor areas
- No external loud speakers

Are the premises located near noise sensitive properties, e.g. residential areas, residential homes, hospitals? YES  NO  N/A

Applicants should refer to the Clean Neighbourhoods and Environment Act 2005 which has amended the Noise Act 1996 to introduce "night noise offences" for licensed premises in completing this section.

Suggested measures	Code	✓
Licensable activities will be conducted and the facilities for licensed activities will be designed 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	6PF073	
Noise from a licensable activity at the premises will be inaudible at the nearest noise sensitive premises.	6PF074	✓
There will be no external loudspeakers	6PF075	
Bottles will not be placed in any external receptacle after 23.00 hours and 07.00 hours to minimise noise disturbance to neighbouring properties	6PF076	

# Licensing Act 2003

## Proforma Risk Assessment V6



SCANNED  
**Leeds**  
CITY COUNCIL

Please complete the details below:

Applicant name: SARDAR AMJAD YOUSAF
Business name: PAUL R COOK
Business address: 343, HAREHILLS LANE, LEEDS
Postcode: LS9 6AX

### Guidance about this document

1. The Licensing Authority recommends that you complete this specially designed pro forma risk assessment to help you decide what should be entered in your operating schedule to show how you will promote the four licensing objectives.
2. Whilst the Licensing Authority cannot insist that you use this document it takes the view that it assists responsible authorities in assessing the operating schedule, promotes discussions and partnership working and will reduce the number of representations and hearings.
3. If you do not use this risk assessment pro forma then you will need to demonstrate how you will meet the licensing objectives by providing other supporting evidence via your operating schedule.
4. The Licensing Authority strongly recommends that you consult with the responsible authorities early in the application process to ensure that the measures you are suggesting are appropriate and sufficient for your application. Contact details for the responsible authorities are in the guidance note in the application pack. Please contact Entertainment Licensing if you cannot find this information.

### How to use this document

1. This document has four sections which correspond with the four licensing objectives. In each section you will find information on potential control measures (each with an individual code) which we suggest may help you meet the four licensing objectives.
2. Run through the questions at the beginning of each section and consider the potential control measures listed in the columns beneath.
3. If you are happy to volunteer the control measures as part of your application place a tick in the relevant box in the right hand column. You can then enter the corresponding codes in page 14 of your application form in the boxes which match up with the licensing objectives or simply write "see pro forma risk assessment". These measures will then appear on your licence.

## Crime and Disorder

### CCTV

Does the premises have CCTV?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES:	
Was the siting and standard agreed with West Yorkshire Police (WYP)?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Have you agreed a policy on the retention and security of the footage with WYP?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If NO:	
Have you consulted WYP about whether CCTV should be installed?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
(NB unless WYP have agreed CCTV is not required, a representation is likely)	

Suggested measures	Code	✓
A suitable Closed-Circuit Television (CCTV) system will be operational at the premises at all times when licensable activities are being carried out and at any other times where members of the public are present on the premises .	6PF001	✓
The CCTV system will cover all areas of the premises occupied by the public under the terms of the licence, including corridors and stairways (excluding WCs and changing rooms).	6PF002	
The CCTV system will cover the main entrance/s and exit/s and designated emergency egress routes from the premises.	6PF003	✓
The CCTV system will cover all external areas of the premises occupied by the public, i.e. queuing areas, beer gardens, smoking areas and car parks.	6PF004	
The location of CCTV cameras are identified on the site plan of the premises. No amendments to the locations of the cameras will be made without prior consultation with West Yorkshire Police/British Transport Police and the Licensing Authority	6PF005	
The CCTV system will be of a satisfactory resolution quality which will enable the identification of persons and activities, and other fine details such as vehicle registration number plates.	6PF006	✓
The CCTV system will contain the correct time and date stamp information.	6PF007	✓
The CCTV system will have sufficient storage retention capacity for a minimum of 31 days' continuous footage which will be of good quality.	6PF008	✓
The CCTV footage will be controlled and kept in a secure environment to prevent tampering or unauthorised viewing. A record will be kept of who has accessed the system, the reason why and when.	6PF009	✓
A designated member / members of staff at the premises will be authorised to access the CCTV footage and be conversant with operating the CCTV system. At the request of an authorised officer of the Licensing Authority or a Responsible Authority (under the Licensing Act 2003) any CCTV footage, as requested, will be downloaded immediately or secured to prevent any overwriting. The CCTV footage material will be supplied, on request, to an authorised officer of the Licensing Authority or a Responsible Authority.	6PF010	✓

Noise from plant or machinery will be inaudible at the nearest noise sensitive premises during the operation of the plant or machinery. Plant and machinery will be regularly serviced and maintained to meet this level.	6PF077	
The PLH/DPS will ensure patrons use beer gardens, external areas and play areas in a manner which does not cause disturbance to nearby residents and business in the vicinity. Patrons will not use such areas after 21:00/22:00/23:00* *Please delete as appropriate.	6PF078	
The activities of persons using the external areas will be monitored after 23:00hrs and they will be reminded to have regard to the needs of local residents and to refrain from shouting and anti social behaviour etc when necessary,	6PF079	
The PLH/DPS will adopt a "cooling down" period where music volume is reduced towards the closing time of the premises.	6PF080	

**Litter**

Does the premises sell takeaway food, drinks or other produce/packaging which may generate litter/waste? YES  NO  N/A

If YES, please identify the steps taken to prevent nuisance caused by litter:

.....

.....

- Provision of litter bins
- Display of notices to customers
- Warnings/advice on packaging
- Instructions to staff to periodically clear litter from the street around the premises
- Other (please specify) .....

Suggested measures	Code	✓
The PLH/DPS will ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter	6PF081	

**Transport/Pedestrian Movement**

Do you have a procedure to ensure that local residents and businesses are not disturbed by customers entering and or leaving your premises: YES  NO  N/A

If YES:

What steps do you take to ensure that the procedure(s) works?

Suggested measures	Code	✓
Clear and legible notices will be displayed at exits, car parks and other circulatory areas requesting patrons to leave the premises quietly having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti-social behaviour.	6PF082	
SIA Registered door staff will be employed and used where queues are likely to form to manage the queues and ensure: Queues are restricted to cordoned areas to prevent them obstructing footpaths and spilling out onto roads, and to keep noise and obstructions away from residential property.	6PF083	
The premises supervisor and any door supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.	6PF084	
A facility will be provided for customers to order Hackney taxis/private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent position on the premises.	6PF085	

**Protection of Children from Harm**

**Entertainment of an Adult Nature**

Do you provide entertainment of a sexual or adult nature (including strong or offensive language)? YES  NO  N/A

If so, do you only provide the adult entertainment at certain times/days of the week? YES  NO  N/A

Is your premises located near to premises which are children orientated? YES  NO  N/A

Suggested measures	Code	✓
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.	6PF086	
The PLH/DPS will provide clear signage that entertainment of an adult nature is occurring which is not suitable for under 18s.	6PF087	
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)	6PF088	
The PLH/DPS will not display outside the premises photographs or other images which indicate and suggest that striptease or similar entertainment takes place on the premises.	6PF089	
Any person on the premises who can be observed from outside the premises will be properly and decently dressed.	6PF090	
Any written, visual or auditory advertisement material, posters, signage or window display must not be of a sexually explicit or suggestive nature, will not contain images or text of a sexually explicit, obscene or offensive nature and must be approved by the council in writing.	6PF091	

**Under Age Sales of Alcohol**

Do the premises sell or supply alcohol? YES  NO  N/A

Suggested measures	Code	✓
People under 18 years of age will not be admitted.	6PF092	

**Gambling**

Is there a strong element of gambling on the premises? YES  NO  N/A

Suggested measures	Code	✓
People under 18 (including staff) will not be admitted to the premises at any time when gambling is taking place.	6PF093	

or		
There will be sufficient physical screening of the relevant entertainment from view of those under 18 years.	6PF094	

### Performers Under 18

Do entertainment performances include performances by children and young persons under 18 years of age?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
NOTE The Children (Performance) Regulations 1968 as amended – continue to apply but are not conditions on the licence as that would be duplication	

Suggested measures	Code	✓
The PLH/DPS will provide an adequate number of suitable adult supervisors who can provide care for the children as they move from stage to dressing room etc, and to ensure that all children can be accounted for in case of an evacuation or an emergency.	6PF095	
The venue will be suitable to accommodate safely the numbers of children intended.	6PF096	
All supervisors and crew will receive instruction on the fire procedures applicable to the venue prior to the arrival of the children	6PF097	
The PLH/DPS will ensure that all special effects e.g. flashing lights, dry ice, smoke etc are suitable for the children involved in the performance.	6PF098	

### Entertainment and/or Facilities Specifically Provided for Children

Is any entertainment/facilities specifically provided for children?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
If yes are the children unaccompanied or supervised by staff without parental presence (including where parents are elsewhere in the licensed premises).	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you provide young persons discos or similar entertainment?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Suggested measures	Code	✓
The PLH/DPS will ensure that an adult supervisor is stationed in the area(s) or levels which are occupied by children. The supervisors will be placed in the vicinity to exits to the premises. There will be one supervisor per 50 children at all times.	6PF099	
For closely seated audiences, i.e. theatres and cinemas, the ratio of supervisors will be 1 per 25 children, provided that where the children are in the charge of an adult organiser such organisers will be regarded as attendants to an extent not exceeding half of the number of attendants required by the above condition 4PF088.	6PF100	
No child will be permitted to occupy the front row of any balcony gallery or tier, unless accompanied by and in the charge of a person who appears to have attained the age of 16 years.	6PF101	

Close supervision will be held when children use balconies and other raised areas.	6PF102	
Upon egress from the premises the Licensee will deploy staff on exit doors and within the vicinity of the premises to ensure the safe dispersal of children and the premises will not close until all children have left the area.	6PF103	

**Child Protection Measures**

Do you have a system for ensuring the suitability of staff who work closely with children? YES  NO  N/A

If YES state measures used:

Are your premises located near any adult orientated premises e.g. an adult retail sex shop or amusement arcade? YES  NO  N/A

Suggested measures	Code	✓
The PLH/DPS will perform the necessary background checks including relevant police checks on all potential staff before offering them employment. The Licensee will report any child related concerns to the police he/she has about potential staff, existing staff and customers.	6PF104	
The PLH/DPS will ensure staff receive training to deal with unaccompanied children on the premises and prevent them from harm.	6PF105	
The PLH/DPS will comply with the written guidance for protecting children from harm issued by Leeds City Council, Department of Social Services.	6PF106	
The PLH/DPS will liaise with any adult orientated premises close to his/her premises which the Licensee suspects are at risk of admitting underage children from his/her own premises.	6PF107	