

Prem/03218/001  
Appendix A  
SCANNED  
PREM1

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

**Application for a premises licence to be granted under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form.  
If you are completing this form by hand please write legibly in block capitals. In all cases ensure your answers are inside the boxes and written in black ink. Use additional sheets if necessary.  
You may wish to keep a copy of the completed form for your records.

I/We JEAN-CLAUDE DOOH (insert name(s) of applicant)  
apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

**Part 1 – Premises Details**

Postal address of premises or, if none, ordnance survey map reference or description <u>UNIT 10 SHAFTESBURY PARADE HAREHILLS LANE LS9 6PJ</u>	
Post town <u>LEEDS</u>	Post code <u>LS9 6PJ</u>

Telephone number of premises (if any)

Non domestic rateable value of premises £ 4.000

**Part 2 – Applicant Details**

Please state whether you are applying for the licence as:

- Please tick  yes
- a) an individual or individuals\*  please complete section (A)
  - b) a person other than an individual\*
    - i. as a limited company  please complete section (B)
    - ii. as a partnership  please complete section (B)
    - iii. as an unincorporated association or  please complete section (B)
    - iv. other (for example a statutory corporation)  please complete section (B)
  - c) a recognised club  please complete section (B)

- d) a charity  please complete section (B)
- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\*If you are applying as a person described in (a) or (b) please confirm:

Please tick  yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
  - o Statutory function or
  - o A function discharged by virtue of Her Majesty's prerogative

(A) **INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr  Mrs  Miss  Ms  Other title (for example, Rev)

Surname:  First names:

Please tick  yes

I am 18 years old or over

Current postal address if different from premises address:

Post Town:  Postcode:

Daytime contact telephone number:

Email address (optional):

**SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)**

Mr

Mrs

Miss

Ms

Other title   
(for example, Rev)

Surname

First names



Please tick  yes

I am 18 years old or over

Current postal address  
if different from  
premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

**(B) OTHER APPLICANTS**

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

### Part 3 Operating Schedule

When do you want the premises licence to start?

Day		Month		Year			
0	3	0	8	2	0	1	2

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day		Month		Year			

Please give a general description of the premises (please read guidance note 1)

AFRO DIASPORA AT N° 10 SHAFTESBURY PARADE IS A 30X10M  
 AT THE TOP END IS THE BAR. ON THE SIDES, PARTITIONED SEATING AND  
 TABLES WITH WOODEN FLOOR, A DANCING PISTE.  
 OPPOSITE THE PREMISES THERE ARE FEW SHOPS BEHIND IS THE JOB  
 CENTRE, BESIDE IS THE CHEMIST.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

--

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Please tick  yes

**Provision of regulated entertainment**

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performance of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

**Provision of entertainment facilities for:**

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

**Provision of late night refreshment** (if ticking yes, fill in box L)

**Sale by retail of alcohol** (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here (please read guidance note 3)</b>		
Mon					
Tue			<b>State any seasonal variations for performing play (please read guidance note 4)</b>		
Wed					
Thur			<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)</b>		
Fri					
Sat					
Sun					

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			Will the exhibition of a films take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here (please read guidance note 3)</b>		
Mon					
Tue			<b>State any seasonal variations for the exhibition of films (please read guidance note 4)</b>		
Wed					
Thur			<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)</b>		
Fri					
Sat					
Sun					

# C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
<b>Day</b>	<b>Start</b>	<b>Finish</b>	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 4)
Tue			
Wed			
Thur			
Fri			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list. (please read guidance note 5)
Sat			
Sun			

# D

<b>Boxing or wrestling entertainment</b> Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed				State any seasonal variations for the boxing or wrestling entertainment (please read guidance note 4)	
Thur					
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sat					
Sun					

**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)</b>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
Mon			<b>Please give further details here (please read guidance note 3)</b>		
Tue					
Wed			<b>State any seasonal variations for the performance of live music (please read guidance note 4)</b>		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list. (Please read guidance note 5)</b>		
Sat					
Sun					

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)</b>	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
Mon	11.00	02.00	<b>Please give further details here (please read guidance note 3)</b>		
Tue	11.00	02.00			
Wed	11.00	02.00	<b>State any seasonal variations for the playing of recorded music (please read guidance note 4)</b>		
Thur	11.00	02.00			
Fri	11.00	04.00	<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list. (please read guidance note 5)</b>		
Sat	11.00	04.00			
Sun	12.00	01.00			

# G

<b>Performance of dance</b> Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	19.00	02.00			
Tue	19.00	02.00	State any seasonal variations for the performance of dance (please read guidance note 4)		
Wed	19.00	02.00			
Thur	19.00	02.00	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Fri	22.00	04.00			
Sat	22.00	04.00			
Sun	15.00	01.00			

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
			Will the entertainment take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue			State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Wed					
Thur			Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Fri					
Sat					
Sun					



Provision of facilities for making music Standard day and timings (please read guidance note 6)			Please give a description of the facilities for making music you will be providing																									
<table border="1"> <thead> <tr> <th>Day</th> <th>Start</th> <th>Finish</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td>11.00</td> <td>02.00</td> </tr> <tr> <td>Tue</td> <td>11.00</td> <td>02.00</td> </tr> <tr> <td>Wed</td> <td>11.00</td> <td>02.00</td> </tr> <tr> <td>Thur</td> <td>11.00</td> <td>02.00</td> </tr> <tr> <td>Fri</td> <td>11.00</td> <td>04.00</td> </tr> <tr> <td>Sat</td> <td>11.00</td> <td>04.00</td> </tr> <tr> <td>Sun</td> <td>12.00</td> <td>01.00</td> </tr> </tbody> </table>			Day	Start	Finish	Mon	11.00	02.00	Tue	11.00	02.00	Wed	11.00	02.00	Thur	11.00	02.00	Fri	11.00	04.00	Sat	11.00	04.00	Sun	12.00	01.00	Will the facilities for making music be indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	
			Day	Start	Finish																							
			Mon	11.00	02.00																							
Tue	11.00	02.00																										
Wed	11.00	02.00																										
Thur	11.00	02.00																										
Fri	11.00	04.00																										
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Sun	12.00	01.00																										
Indoors		<input checked="" type="checkbox"/>																										
Outdoors		<input type="checkbox"/>																										
			Both		<input type="checkbox"/>																							
			Please give further details here (please read guidance note 3)																									
			State any seasonal variations for the provision of facilities for making music (please read guidance note 4)																									
			Non standard timings. Where you intend to use the premises for the provision of facilities for making music at different times to those listed in the column on the left, please list. (please read guidance note 5)																									

J

Provision of facilities for dancing Standard timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)																										
<table border="1"> <thead> <tr> <th>Day</th> <th>Start</th> <th>Finish</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td>19.00</td> <td>02.00</td> </tr> <tr> <td>Tue</td> <td>19.00</td> <td>02.00</td> </tr> <tr> <td>Wed</td> <td>19.00</td> <td>02.00</td> </tr> <tr> <td>Thur</td> <td>19.00</td> <td>02.00</td> </tr> <tr> <td>Fri</td> <td>22.00</td> <td>04.00</td> </tr> <tr> <td>Sat</td> <td>22.00</td> <td>04.00</td> </tr> <tr> <td>Sun</td> <td>15.00</td> <td>01.00</td> </tr> </tbody> </table>			Day	Start	Finish	Mon	19.00	02.00	Tue	19.00	02.00	Wed	19.00	02.00	Thur	19.00	02.00	Fri	22.00	04.00	Sat	22.00	04.00	Sun	15.00	01.00	Indoors		<input checked="" type="checkbox"/>
			Day	Start	Finish																								
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Sat	22.00	04.00																											
Sun	15.00	01.00																											
			Outdoors		<input type="checkbox"/>																								
			Both		<input type="checkbox"/>																								
			Please give further details here (please read guidance note 3)																										
			State any seasonal variations for providing dancing facilities (please read guidance note 4)																										
			Non standard timings. Where you intend to use the premises for the provision of facilities for dancing at different times to those listed in the column on the left, please list. (please read guidance note 5)																										

# K

<b>Provision of facilities for entertainment of a similar description to that falling within I or J</b> Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment facility you will be providing		
			Will the entertainment facility be place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)		Indoors
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue			State any seasonal variations for the provisions of facilities for entertainment of a similar description to that falling within I or J (please read guidance note 4)		
Wed					
Thur			Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Fri					
Sat					
Sun					

# L

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)		Indoors	<input checked="" type="checkbox"/>
					Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>	
Day	Start	Finish	Please give further details here (please read guidance note 3)			
Mon	23.00	02.00				
Tue	23.00	02.00	State any seasonal variations for the provision of late night refreshment (please read guidance note 4)			
Wed	23.00	02.00				
Thur	23.00	02.00	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list. (please read guidance note 5)			
Fri	23.00	04.00				
Sat	23.00	04.00				
Sun	23.00	01.00				

M

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption on or off the premises or both – please tick <input checked="" type="checkbox"/> (please read guidance note 7)</b>	<b>On the premises</b>	<input checked="" type="checkbox"/>
				<b>Off the premises</b>	<input type="checkbox"/>
				<b>Both</b>	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol (please read guidance note 4)</b>		
Mon	11.00	02.00			
Tue	11.00	02.00			
Wed	11.00	02.00			
Thur	11.00	02.00			
Fri	11.00	04.00			
Sat	11.00	04.00			
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list. (please read guidance note 5)</b>		
Sun	12.00	01.00			

**State the name and details of the individual whom you wish to specify on the licence as premises supervisor**

Name      JEAN-CLAUDE DOOH

Address     59 BEXLEY AVENUE

Postcode    LS8 5LT

Personal licence number (if known) LEEDS/PERL/05522/10

Issuing licensing authority (if known) LEEDS CITY COUNCIL  
ENTERTAINMENT LICENSING SECTION

# N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

# O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	11.00	02.45	Non standard timings. Where you intend to open the premises to be open to the public at different times from those listed in the column on the left, please list. (please read guidance note 5)
Tue	11.00	02.45	
Wed	11.00	02.45	
Thur	11.00	02.45	
Fri	11.00	04.45	
Sat	11.00	04.45	
Sun	12.00	01.45	

## P

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d, e) (please read guidance note 9)

- CCTV WILL BE INSTALLED
- CHALLENGE ANYONE WHO LOOKS UNDER AGE (I.D PROOF TO BE ASKED)
- ASK PATRONS TO LEAVE QUIETLY SIGN
- NOISE LIMITATION DEVICES INSTALLED TO REDUCE AN AMPLIFIER TO REDUCE AND CONTROL REGULATED ENTERTAINMENT

b) The prevention of crime and disorder

- WE WILL HAVE THE MINIMUM OF TWO DOOR SUPERVISORS AT THE PREMISES.
- DAILY RECORD REGISTER WILL BE CONSECUTIVELY NUMBERED PAGES.
- INCIDENT 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 VICIOUS
- A POLICY FOR SEARCHING PATRONS AT THE ENTRANCE TO THE PREMISES WILL BE ADOPTED
- NOTICES WILL BE DISPLAYED AT THE ENTRANCE

c) Public safety

- WE WILL MAINTAIN A FIRST AID IN THE PREMISES IN ACCORDANCE WITH THE HEALTH AND SAFETY REGULATIONS 1981
- CCTV TO BE INSTALLED TO STANDARD ACCEPTABLE TO THE POLICE
- ALL DOOR STAFF TO BE REGISTERED WITH S.I.A
- THE PREMISES WILL BE PROVIDED WITH FIRE APPLIANCES SUITABLE TO FIRE RISK TO THE SATISFACTION OF THE FIRE AUTHORITY
- THE ELECTRICAL INSTALLATION WILL BE CHECKED ON ANNUAL BASIS
- A CLEAR UNOBSTRUCTED ROUTE LEADING FROM EACH FIRE EXIT TO A PLACE OF SAFETY SHALL BE PROVIDED AND MAINTAINED AVAILABLE FOR USE AT ALL TIMES

d) The prevention of public nuisance

- THERE WILL BE NO EXTERNAL LOUD SPEAKER
- WE WILL ENSURE THAT CUSTOMERS WHO COMMIT ACT OF ANTI-SOCIAL BEHAVIOUR ARE REMOVED FROM PREMISES. SUCH CUSTOMERS
- THERE WILL BE LIAISON WITH LOCAL TAXI TO ENSURE A READY SUPPLY OF TRANSPORT TO REDUCE DISTURBANCE
- THE D.P.S AND ANY DOOR SUPERVISORS WILL MONITOR THE ACTIVITY OF PERSONS LEAVING THE PREMISES AND REMIND THEM OF THEIR PUBLIC RESPONSIBILITY (LEAVE QUIETLY)

e) The protection of children from harm

- WE WILL ADOPT A PROOF OF AGE SCHEME WHICH IS APPROVED BY W.Y.P AND WES; YORKSHIRE TRADING STANDARD
- OUR STAFF WILL ASK FOR EVIDENCE OF AGE FROM ANY PERSON APPEARING TO BE UNDER AGE
- UNDER 18 WILL NOT BE ADMITTED, BUT FROM TIME TO TIME WE MIGHT HAVE COMMUNITY EVENTS WHERE CHILDREN WILL BE ACCOMPANIED WITH THEIR PARENTS THEY WILL BE WITH THE UNDER AT ALL TIME
- SINGNS WILL BE PROVIDED INFORMING CUSTOMERS THAT SALE WILL NOT BE MADE TO UNDER 18S AND THAT AGE IDENTIFICATION MAY BE REQUIRED.

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected


Please tick  Yes



**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**Part 4 – Signatures** (please read guidance note 10)

**Signature of applicant or applicant's solicitor or other duly authorised agent.** (See guidance note 11). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	13-07-2012
Capacity	APPLICANT

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent.** (please read guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

**Contact Name (where not previously given) and address for correspondence associated with this application** (please read guidance note 19)

Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)	

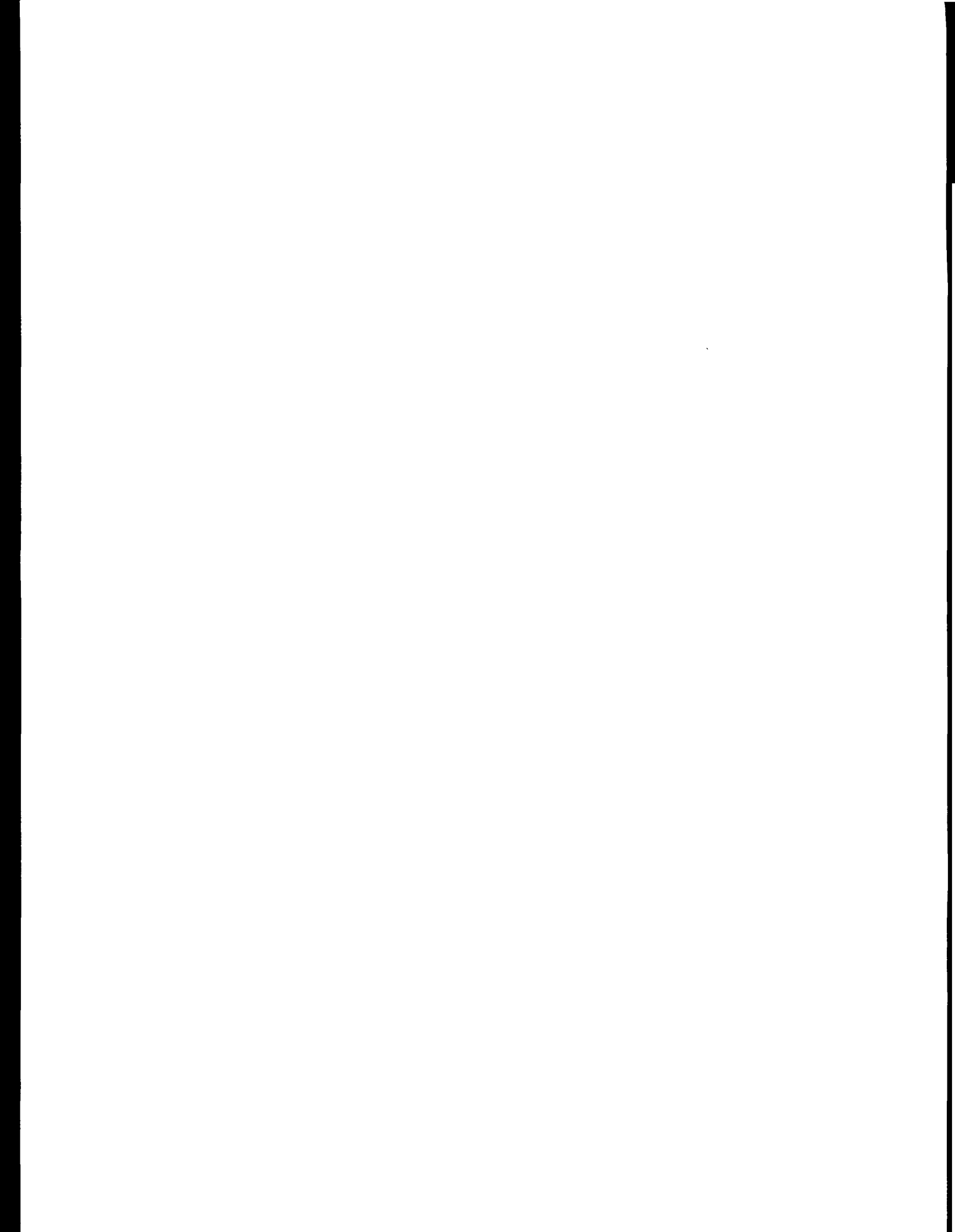
**AFRO – DIASPORA** situated at :

**Unit 10 Shaftesbury parade harehills lane LS9 6PJ** will be a strong hold for Africans community in Leeds most precisely Cameroonians, Ivorians , Congolese to start with. Other communities will join at anytime and are welcome to do so.

**AFRO – DIASPORA** will be holding social gathering and activities such as :

- Meetings after our regular football matches every Sunday where we will discuss events happening in our community.
- Night vigile for a member of our community mourning the loss of their beloved one.
- Celebration of our different National Days.
- This premises will also hold other social gathering such as cultural evenings, Baby showers etc.

Although **AFRO – DIASPORA** is a business premises it will be used as the headquarter of communities named above and other Africans.





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

**Consent of individual to being specified as premises supervisor**

I, JEAN-CLAUDE DOOH ] of  
*full name of prospective premises supervisor*

 ]  
*home address of prospective premises supervisor*

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

[.....] by JEAN-CLAUDE DOOH ]  
*type of application* *name of applicant*

relating to a premises licence [.....] for  
*number of existing licence, if any*

[ UNIT 10 SHAFTESBURY PARADE HAREHILLS LANE LS9 6PJ ] and any  
*name and address of premises to which the application relates*  
premises licence to be granted or varied in respect of this application made by

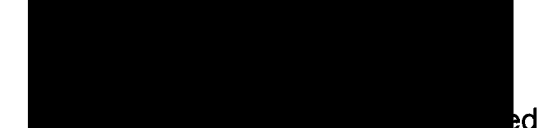
[ JEAN-CLAUDE DOOH ] concerning the supply of alcohol at  
*name of applicant*

[ UNIT 1 SHAFTESBURY PARADE HAREHILLS LANE LS9 6PJ ]. I also  
*name and address of premises to which application relates*  
confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number [ PERL/05522/10 ]  
*insert personal licence number, if any*

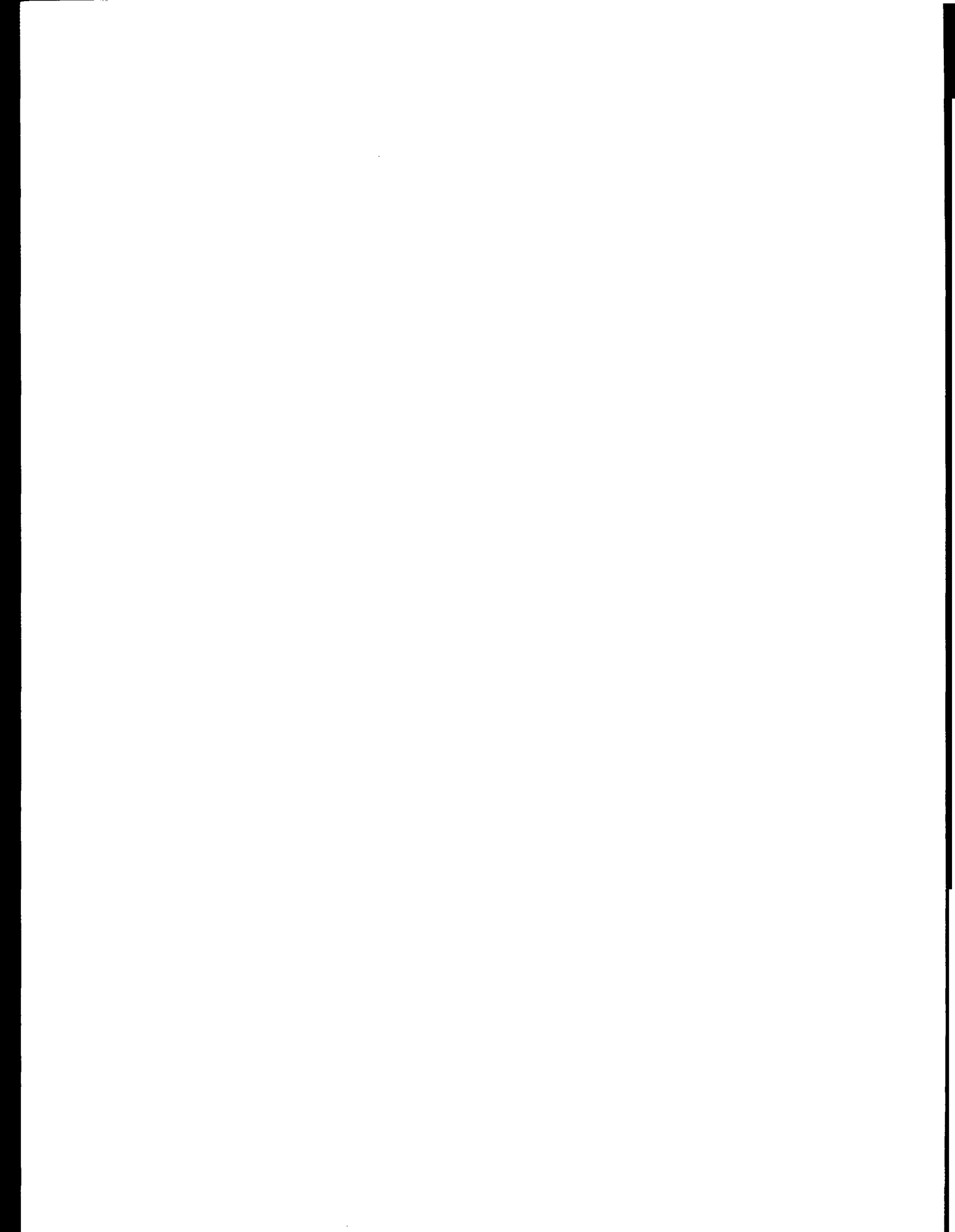
Personal licence issuing authority

[ ENTERTAINMENT LICENSING CIVIC HALL LEEDS LS1 1UR ]  
*insert name and address and telephone number of personal licence issuing authority, if any*



JEAN-CLAUDE DOOH name (please print)

13-07-2012 dated



# Licensing Act 2003

## Proforma Risk Assessment V6



**Leeds**  
CITY COUNCIL

Please complete the details below:

Applicant name:	JEAN-CLAUDE DODH
Business name:	AFRO - DIASPORA
Business address:	UNIT 10 SHAFTESBURY PARADE HAREHILLS LANE LEEDS (WEST YORKSHIRE )
Postcode:	LS9 6PJ

### 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 type="checkbox"/> NO <input checked="" type="checkbox"/>
Have you agreed a policy on the retention and security of the footage with WYP?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
If NO:	
Have you consulted WYP about whether CCTV should be installed?	YES <input checked="" 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	

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 checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Are they Security Industry Authority (SIA) registered?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you specify a minimum number of door supervisors?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES, state the number of staff <u>02</u>	
Days (and times) employed _____	
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Do you have a policy with the door supervisor or security company which covers:	
• Vetting customers entering the premises?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Is there a prominently displayed written search policy on the premises?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Controlling customers entering, within or leaving the premises?	YES <input checked="" 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 checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is the Daily Record Register bound with consecutively numbered pages?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Can you identify who was on duty at any particular time?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you have an Incident Report Register?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is the Incident Report Register bound with consecutively numbered pages?	YES <input checked="" 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 type="checkbox"/> N/A <input type="checkbox"/>
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Does the policy include:	
• recording any search	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• seizing drugs/weapons found	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• a purpose made secure receptacle for items seized	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• informing the police of any search and seizure	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• prominently display notices to inform customers of the policy	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input 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 type="checkbox"/> N/A <input checked="" type="checkbox"/>
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input 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 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 checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you use plastic or toughened polycarbonate (or similar) drinking glasses/bottles when necessary?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input 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 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	✓
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	✓
<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 checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES:	YES <input checked="" 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 checked="" 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 checked="" type="checkbox"/>
• Are all bar and door staff trained on the policy?	YES <input checked="" 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 checked="" type="checkbox"/> N/A <input 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.	

Suggested measures	Code	✓
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> <p>a) Each socket-outlet circuit will be protected by a residual current device having a rated residual operating current not exceeding 30mA, or</p> <p>b) Each individual socket-outlet will be protected by an integral residual current device having a rated residual operating current not exceeding 30mA.</p> <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  NO  N/A
- Suspended decorations/lights/amplification systems YES  NO  N/A
- Guarding to stairs/balconies/landings/ramps YES  NO  N/A
- Condition of floor surfaces YES  NO  N/A
- Provision of safety glazing YES  NO  N/A
- Guardings to fires or open flames YES  NO  N/A

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  NO  N/A

If YES:  
Has the risk of scalding or burns been assessed? YES  NO  N/A

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?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES, please state numbers <u>01</u>	
Do you provide facilities for treatment of minor injuries (e.g. First Aid box)?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you have procedures for dealing with customers who are unwell including those who appear to be affected by drugs / alcohol)?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Suggested measures	Code	✓
A suitably trained First Aider or appointed person will be provided at all times when the premises are open.	6PF066	✓
An appropriately qualified medical practitioner will be present throughout any sporting entertainment.	6PF067	
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	
Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.	6PF069	✓
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	✓

**Special Effects**

Do you use special effects on the premises, e.g. strobes, lasers, smoke machines or fireworks?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
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	✓
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	✓

## 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	✓

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:

*CUSTOMERS ARE NOT ALLOWED TO TAKE THEIR BOTTLES AND GLASSES OUT OF THE PREMISES*

- 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? *CHECKING WILL BE FAST AND ACCURATE TO PREVENT LONG QUES AND DELAYS THAT CAN TRIGGER NOISES ALSO AT THE CLOSURE SECURITY STAFF WILL MONITOR AND ADVISE CUSTOMERS TO LEAVE PEACEFULLY*

<b>Suggested measures</b>	<b>Code</b>	✓
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  NO  N/A

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  NO  N/A

If yes are the children unaccompanied or supervised by staff without parental presence (including where parents are elsewhere in the licensed premises). YES  NO  N/A

Do you provide young persons discos or similar entertainment? YES  NO  N/A

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	✓

