

SCANNED



**Leeds City Council**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
entertainment.licensing@leeds.gov.uk  
Telephone: 0113 2474095

\* required information

**Section 1 of 22**

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference  This is the unique reference for this application generated by the system.

Your reference  You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

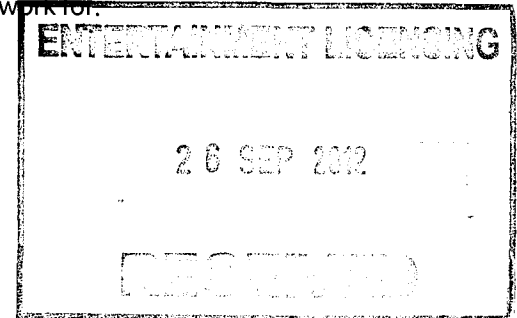
\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number



Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader
- Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

\* Is your business registered in the UK with Companies House?  Yes  No

\* Registration number

\* Business name  If your business is registered, use its registered name.

\* VAT number   Put "none" if you are not registered for VAT.

\* Legal status

*Continued from previous page...*

\* Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

The information given here will be saved and will be pre-filled in future forms.

**Section 2 of 22**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

**Premises Address**

Are you able to provide a postal address, OS map reference or description of the premises?

Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

**Continued from previous page...** Non-domestic rateable value of premises (£)

18,000

**Section 3 of 22**

**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company
- A partnership
- An unincorporated association
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- 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
- The chief officer of police of a police force in England and Wales
- Other (for example a statutory corporation)

**Confirm The Following**

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

**Section 4 of 22**

**NON INDIVIDUAL APPLICANTS**

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

**Non Individual Applicant's Name**

Name

Northbar Ltd

Continued from previous page...

**Details**

Registered number (where applicable)

04417652

Description of applicant (for example partnership, company, unincorporated association etc)

Limited Company

**Address**

Building number or name

194

Street

Harrogate Road

District

Chapel Allerton

City or town

Leeds

County or administrative area

West Yorkshire

Postcode

LS7 4NZ

Country

United Kingdom

**Contact Details**

E-mail

info@northbarltd.com

Telephone number

0113 3202122

Other telephone number

Add another applicant

**Section 5 of 22**

**OPERATING SCHEDULE**

When do you want the premises licence to start?

01 / 02 / 2013  
dd mm yyyy

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

/ /  
dd mm yyyy

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

Provide a general description of the premises

**Continued from previous page...**

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

Small Neighbourhood Bar  
 Sale by retail of alcohol on and off the premises  
 The provision of late night refreshment between the hours of 11pm and midnight

**Section 6 of 22**

**PROVISION OF PLAYS**

Will you be providing plays?

- Yes  No

**Section 7 of 22**

**PROVISION OF FILMS**

Will you be providing films?

- Yes  No

**Section 8 of 22**

**PROVISION OF INDOOR SPORTING EVENTS**

Will you be providing indoor sporting events?

- Yes  No

**Section 9 of 22**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

Will you be providing boxing or wrestling entertainments?

- Yes  No

**Section 10 of 22**

**PROVISION OF LIVE MUSIC**

Will you be providing live music?

- Yes  No

**Section 11 of 22**

**PROVISION OF RECORDED MUSIC**

Will you be providing recorded music?

- Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start  End   
Start  End

WEDNESDAY

Start  End   
Start  End

THURSDAY

Start  End   
Start  End

FRIDAY

Start  End   
Start  End

SATURDAY

Start  End   
Start  End

SUNDAY

Start  End   
Start  End

Will the playing of recorded music take place indoors or outdoors or both?

Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Music played through amplifier solely for use as low level background music only.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

Continued from previous page...

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 12 of 22**

**PROVISION OF PERFORMANCES OF DANCE**

Will you be providing performances of dance?

- Yes                       No

**Section 13 of 22**

**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes                       No

**Section 14 of 22**

**PROVISION OF FACILITIES FOR MAKING MUSIC**

Will you be providing facilities for making music?

- Yes                       No

**Section 15 of 22**

**PROVISION OF FACILITIES FOR DANCING**

Will you be providing facilities for dancing?

- Yes                       No

**Section 16 of 22**

**PROVISION OF FACILITIES FOR ENTERTAINMENT OF A SIMILAR DESCRIPTION TO THOSE PROVIDED FOR MAKING MUSIC OR DANCING**

Will you be providing facilities similar in nature to those provided for making music or dancing?

- Yes                       No

**Section 17 of 22**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Music played through amplifier solely for use as low level background music only.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below



Continued from previous page...

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 18 of 22**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

Yes                       No

**Standard Days And Timings**

MONDAY

Start   
 Start

End   
 End

Give timings in 24 hour clock.  
 (e.g., 16:00) and only give details for the days  
 of the week when you intend the premises  
 to be used for the activity.

TUESDAY

Start   
 Start

End   
 End

WEDNESDAY

Start   
 Start

End   
 End

THURSDAY

Start   
 Start

End   
 End

FRIDAY

Start   
 Start

End   
 End

SATURDAY

Start   
 Start

End   
 End

SUNDAY

Start   
 Start

End   
 End

Continued from previous page...

Will the sale of alcohol be for consumption:

- On the premises       Off the premises       Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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

**Name**

First name

Family name

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

Continued from previous page...

### PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

KathPrem2

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

### Section 19 of 22

#### ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

### Section 20 of 22

#### HOURS PREMISES ARE OPEN TO THE PUBLIC

##### Standard Days And Timings

MONDAY

Start 11:00

End 23:30

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start 11:00

End 23:00 *30*

Start

End

WEDNESDAY

Start 11:00

End 23:00 *30*

Start

End

THURSDAY

Start 11:00

End 00:30

Start

End

FRIDAY

Start 11:00

End 00:30

Start

End

Continued from previous page...

SATURDAY

Start  End

Start  End

SUNDAY

Start  End

Start  End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 21 of 22**

**LICENSING OBJECTIVES**

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

Please see Pro Forma Risk Assessment V5

b) The prevention of crime and disorder

c) Public safety

Continued from previous page...

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

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Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 19 of 22**

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Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Provide information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

**Section 20 of 22**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 21 of 22**

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List here steps you will take to promote all four licensing objectives together.

Please see Pro Forma Risk Assessment V5

b) The prevention of crime and disorder

c) Public safety

Continued from previous page...

d) The prevention of public nuisance

e) The protection of children from harm

**Section 22 of 22**

**PAYMENT DETAILS**

...s fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

The premises licence fee is based on the non domestic rateable value of the premises these fees are:

Non domestic rateable value £4,300 or less - £100

Non domestic rateable value between £4,301 and £33,000 - £190

Non domestic rateable value between £33,001 and £87,000 - £315

Non domestic rateable value between £87,001 and £125,000 - £450

Non domestic rateable value £125,001 or more - £635

If the premise▲ non domestic rateable value is £87,001 or more and the premises is used exclusively or primarily for the supply of alcohol for consumption on the premises the fee for this application is:

Non domestic rateable value between £87,001 and £125,000 - £900

...n domestic rateable value £125,001 or more - £1905

If this application is for a community premises e.g. a village hall or community centre and the application does■ t include the sale of alcohol as an activity there is no fee payable.

If the premises will have 5,000 people or more in attendance at any one time there is an additional fee payable which we will contact you to pay when you submit your application. Details of these fees are available at [http://www.leeds.gov.uk/Business/Licences\\_and\\_street\\_trading/Licence\\_\\_alcohol\\_and\\_entertainment](http://www.leeds.gov.uk/Business/Licences_and_street_trading/Licence__alcohol_and_entertainment).

\* Fee amount (£)

190.00

Continued from previous page...

### ATTACHMENTS

Location & Block Plans	electronic
Photo Montage	electronic
Plans of the Premises	electronic
Design & Access Statement	electronic
Leeds Pro-Forma Risk Assessment	electronic
Consent form of the proposed premises supervisor	electronic

### DECLARATION

\* I will make payment of the fee on submission of this application.

\* I have attached, or will post to Leeds City Council, the plans of the premises.

I have attached, or will post to Leeds City Council, the consent form completed by the individual I wish to be premises supervisor, or

I will ensure the individual I wish to be premises supervisor submits the consent form electronically.

\* 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.

I understand that Leeds City Council is under a duty to protect the public funds it administers, and to this end may use the information I have provided on my application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name

John Gyngell

\* Capacity

Director

\* Date

25

/

09

/

2012

dd

mm

yyyy

Add another signatory

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Digital signature

The form must be digitally signed, this will be verified and passed to the authority.

When you are satisfied that you have completed the form correctly, save it and continue with the application process. If the online application screen is no longer available in your browser, [click here](#) to resume.





PREM2

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

Consent of individual to being specified as premises supervisor

I [KATHARINE HARTLEY] of [redacted] of full name of prospective premises supervisor

[redacted] 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

[DPS] by [NORTHBAR LTD] type of application name of applicant

relating to a premises licence [N/A] for number of existing licence, if any

[468 ROUNDHAY ROAD, OAKWOOD, LS8 2HU] 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

[NORTHBAR LTD] concerning the supply of alcohol at name of applicant

[468 ROUNDHAY ROAD, OAKWOOD, LS8 2HU] 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 [LEEDS / PERL / 04360 / 08] insert personal licence number, if any

Personal licence issuing authority

[LEEDS CITY COUNCIL] insert name and address and telephone number of personal licence issuing authority, if any

[redacted signature area]

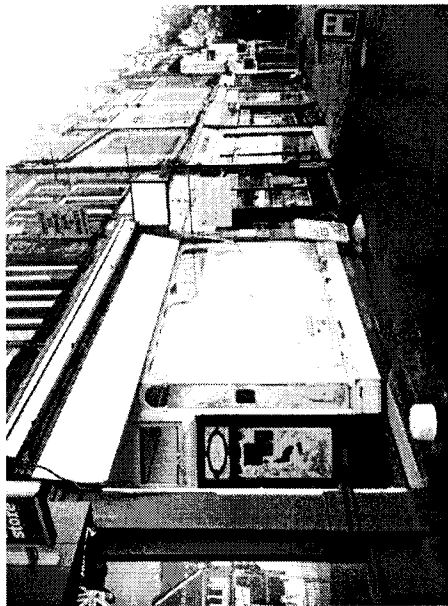
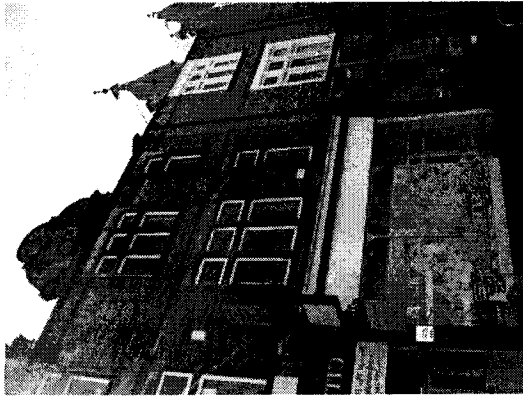
...signed

...name (please print)

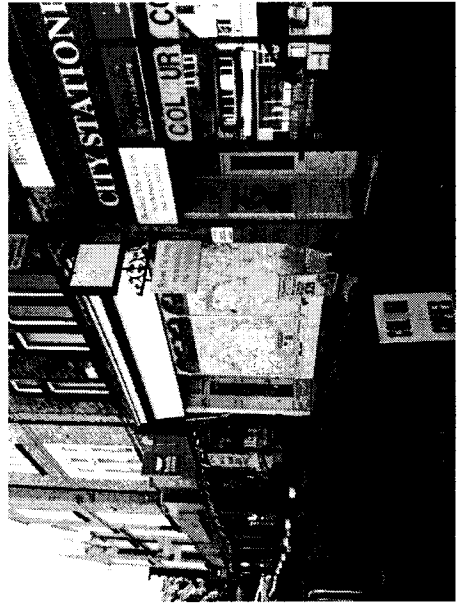
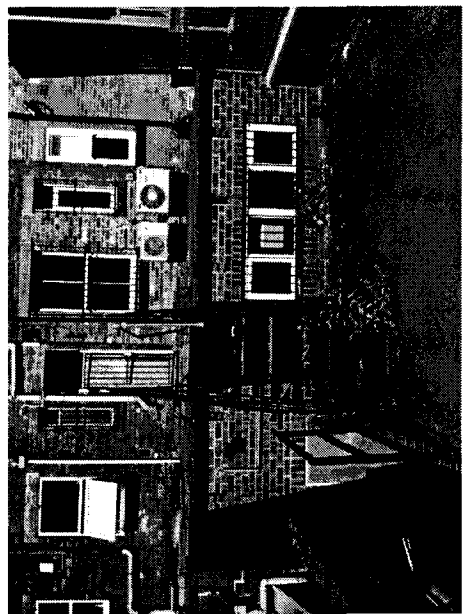
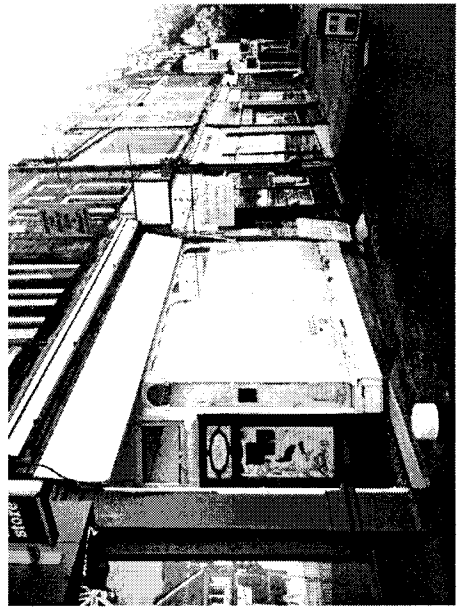
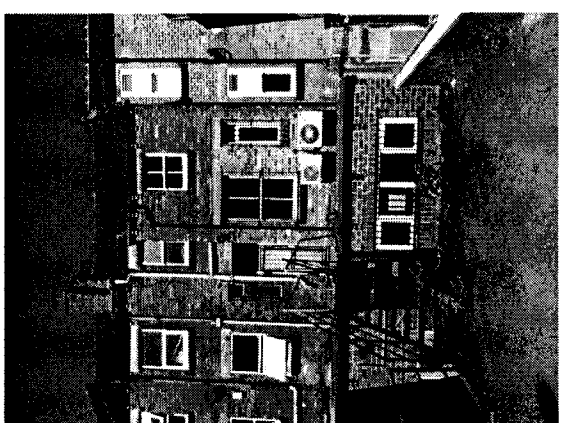
[24/9/12] dated

Appendix

468 Roundhay Road, Oakwood



468 Roundhay Road, Oakwood



Northbar Ltd, 468 Roundhay Road,  
Design & Access Statement



**NORTHBAR LTD** *We ♥ Beer*  
194 Harrgate Road, Chapel Allerton, Leeds LS7 4NZ  
T 0113 320 0291 • 0113 320 2203 E info@northbarltd.com  
accounts 0113 320 2122 accounts@northbarltd.com  
www.northbarltd.com  
company no. 04417632 • vat no. 886760273

NORTHBAR *Further NORTH* *The Paddy* *Alford*

## Site Context

The property at 468 Roundhay Road has previously been used as an estate agency, and is set back from the road by 5 metres.

The property is located centrally in a retail parade. The parade has is fully mixed containing an opticians, a printers, stationers and a bathroom store. To our knowledge there are no other A4 uses in this area of Oakwood.

Roundhay Road is a busy street which connects the city to its north eastern suburbs and to further afield. The street is used as a major artery by public transport. The site sits opposite a retail parade and a small supermarket.



## The property

468 Roundhay Road has been vacant for over two years, its most recent use being a Halifax Building society estate agency. The upper floors have been vacant for a similar timescale. Our proposal would add vibrancy and footfall to the parade.



## The existing premises

The fascia of the proposed premises will be in keeping with the property and the locality. The new fascia sign will be kept well within the area of the existing / previous signage. The current frontage is of outstanding design, one which we intend to fully reinstate in its original condition.

## Examples of our existing sensitively designed bars in Chapel Allerton & Meanwood



'Further North' in Chapel Allerton

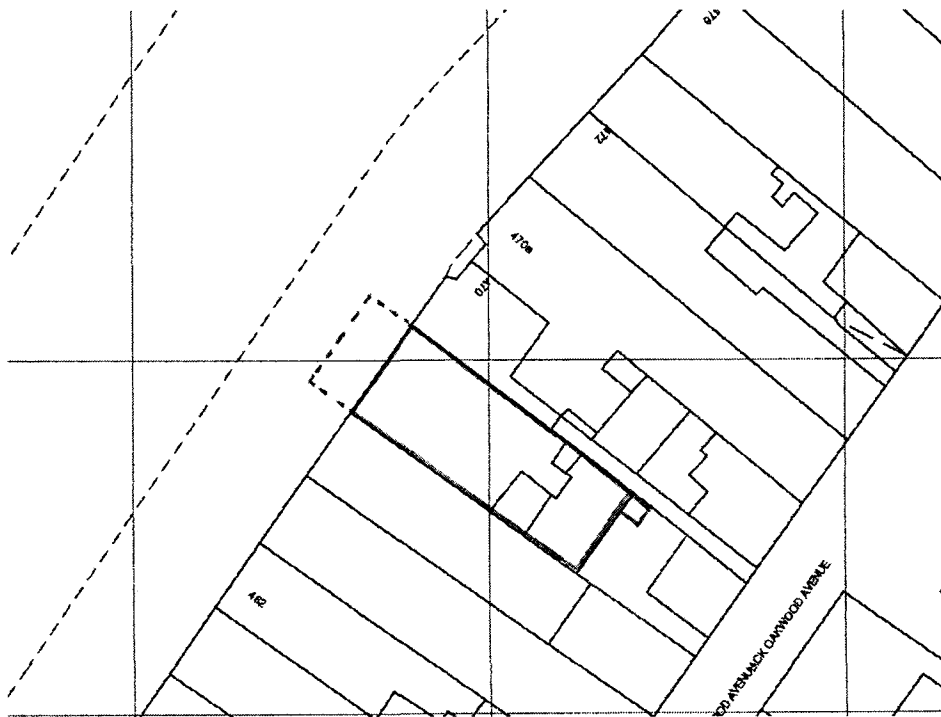


Interior of 'Alfred' in Meanwood

### **Parking, Highway access and servicing**

Being in a sustainable town centre location the proposal does not make any provision for car parking. The development will encourage use of the extensive public transport found in the area. We anticipate the huge majority of customers will come from the local area – most arriving by foot.

Servicing will take place infrequently with around 4 deliveries to the site per week. These will take place outside of peak traffic flow times. Highway access will be from the road to the rear of the property (Back Oakwood Avenue), all servicing will take place at this point. This will remove any potential issues from Roundhay Road itself.



Block plan showing the site at 468 Roundhay Road, Oakwood.

## Access Statement

### Access to the site

The property located at 468 Roundhay Road, is accessed from Roundhay Road. All pedestrians will access the property via the large pavement / patio to the front of the property. The nearest car access is some 5 metres away from the property on Roundhay Road itself.

The Patio slopes gently upwards towards the property allowing access to all.

### Approach

The path to the main entrance door is slightly graded to allow full access to the property. Mat wells will be provided where necessary.

### Circulation

The public area of the property will be to the the ground floor of the property only. The fully accessible ground floor will house the bar area / bar and Wc.

### WC's

The WC on the ground floor fully complies with Part M and allows for use of the toilet and accommodation of the wheelchair during use.

### Conclusion

Access for customers has been considered and all reasonable provision will be made for people to gain access to the building and use the facilities within.

John Gyngell

Northbar Ltd

13<sup>th</sup> August 2012





# Licensing Act 2003

## Proforma Risk Assessment V6



**Leeds**  
CITY COUNCIL

Please complete the details below:

Applicant name:	NORTHBAR LTD
Business name:	NORTHBAR
Business address:	468 ROUNDHAY ROAD OAKWOOD LEEDS
	Postcode: LS8 2HU

### 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 type="checkbox"/> NO <input checked="" 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 type="checkbox"/> NO <input checked="" 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	<input checked="" type="checkbox"/>
The CCTV system will be adequately maintained and be capable of transporting recorded material onto a removable media.	6PF012	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
It must be possible to replay exported files immediately e.g. no re-indexing of files or verification checks.	6PF014	<input checked="" type="checkbox"/>

**Designated Premises Supervisor (DPS)**

Will the DPS generally be on site? YES  NO  N/A

Is the DPS contactable in emergency? YES  NO  N/A

If the DPS is not to be generally on site, have you made arrangements to nominate the supervisor in his/her absence? YES  NO  N/A

Is the Supervisor's Register bound with consecutively numbered pages? YES  NO

Suggested measures	Code	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>

**Door Supervisors and Other Security Staff**

Do you use registered door supervisors or security staff? YES  NO  N/A

Are they Security Industry Authority (SIA) registered? YES  NO  N/A

Do you specify a minimum number of door supervisors? YES  NO  N/A

If YES, state the number of staff \_\_\_\_\_

Days (and times) employed \_\_\_\_\_

Has this been agreed with WYP? YES  NO  N/A

Do you have a policy with the door supervisor or security company which covers:

- Vetting customers entering the premises? YES  NO  N/A
- Is there a prominently displayed written search policy on the premises? YES  NO  N/A
- Controlling customers entering, within or leaving the premises? YES  NO  N/A

• Safeguarding the public within and immediately outside the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Notifying WYP at the earliest opportunity of any problems or incidents?	YES <input 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 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 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"/>
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/DP5 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 checked="" 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 type="checkbox"/> NO <input checked="" 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 <u>21</u> 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 <u>21</u> 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	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• a system run by a local licensees body	YES <input checked="" 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:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
• Was this agreed with WYP (and BTP where applicable)?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input 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 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.	

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 <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Suspended decorations/lights/amplification systems	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Guarding to stairs/balconies/landings/ramps	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Condition of floor surfaces	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Provision of safety glazing	YES <input checked="" 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 checked="" 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 checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES: Has the risk of scalding or burns been assessed?	YES <input checked="" 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?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES, please state numbers <u>1</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 checked="" 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 type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" 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 <del>21:00</del> /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 checked="" type="checkbox"/> N/A <input 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 checked="" type="checkbox"/> N/A <input 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	

