

Details of premises licence

For: Penny Black

This document provides details of the premises licence issued to the stated premises and is not a licence itself.

Licence number: PREM/03292/001

Premises the licence relates to: Penny Black, 3 - 5 High Street, Yeadon, Leeds, LS19 7SP

Date licence first effective: 5th March 2013

Date current version effective from: March 5, 2013

Licensable activities authorised by the licence:

Sale by retail of alcohol
Every Day 09:00 - 23:30

Provision of late night refreshment
Every Day 23:00 - 23:30

Performance of live music
Every Day 09:00 - 23:30

Performance of recorded music
Every Day 09:00 - 23:30

Performance of dance
Every Day 09:00 - 23:30

Entertainment similar to live music, recorded music or dance
Every Day 09:00 - 23:30

Provision of facilities for making music
Every Day 09:00 - 23:30

Provision of facilities for dancing
Every Day 09:00 - 23:30

Provision of facilities for anything similar to making music or dancing
Every Day 09:00 - 23:30

Opening hours of the premises:

Everyday 09:00 - 00:00

Premises licence holder(s):

WKH Leisure Limited, Unit B, Carlton Business Park, Cemetery Road, Yeadon, Leeds, LS19
7BD

Designated premises supervisor:

Mr Jake Humberstone

Access to the premises by children

Access to the premises by children is restricted

Annex 1 – Mandatory Conditions

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

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

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

5. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
6. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
7. The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

8. The responsible person shall ensure that -
 - a. where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:
 - i. beer or cider. 1/2 pint;
 - ii. gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - iii. still wine in a glass: 125 ml; and
 - b. customers are made aware of the availability of these measures

Annex 2 – Conditions consistent with the operating schedule

Additional details in respect of licensable activities authorised by this licence

Provision of late night refreshment

Location of activity: Indoors

Performance of live music

Location of activity: Indoors

Further details: Amplified live artistes and bands.

Performance of recorded music

Location of activity: Indoors

Further details: Playing of background music. Playing of music. The music will be amplified but only to a background volume level.

Performance of dance

Location of activity: Indoors

Further details: Occasional performance of dance.

Entertainment similar to live music, recorded music or dance

Location of activity: Indoors

Description of entertainment: Karaoke & DJ's & the like on an ad-hoc basis.

Provision of facilities for making music

Location of activity: Indoors

Further details: Karaoke & DJ's & the like on an ad-hoc basis.

Provision of facilities for dancing

Location of activity: Indoors

Further details: Appointed occasional dance floor

Provision of facilities for anything similar to making music or dancing

Location of activity: Indoors

Further details: Occasional dance and music performers.

All activities

Non standard timings: An additional hour into the morning following every Friday, Saturday, Sunday and Monday for each May Day, Spring Bank, Whitsun and August Bank holiday weekends.

An additional hour into the morning following every Thursday, Friday, Saturday, Sunday and Monday for each Easter Bank Holiday weekends.

An additional hour into the morning following every Christmas Eve & Boxing Day & New Year's Eve.

Concerns in respect of children: None

Conditions consistent with the operating schedule relating to the licensing objectives

The prevention of crime and disorder

9. 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.
10. The CCTV system will contain the correct time and date stamp information.
11. The CCTV will have sufficient storage retention capacity for a minimum of 31 days continuous footage which will be of good quality.
12. 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.
13. The minimum number of door supervisors for the premises is 1 on a Friday evening and 1 on a Saturday evening, from 21:00 hrs until at least an hour after the last sale of alcohol.
14. 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.

15. 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).
16. 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.
17. 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.
18. A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.
19. Notices will be prominently displayed at the entrances of the premises which state:
 1. A search will be conducted as a condition of entry to premises;
 2. Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register.
 3. 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.
20. 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 who attempts to purchase alcohol at the premises.
21. The PLH/DPS will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.
22. 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.
23. 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.

Public safety

24. 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:
 - a) Each socket-outlet circuit shall be protected by a residual current device having a rated residual operating current not exceeding 30mA.
 - or
 - b) Each individual socket-outlet shall be protected by an integral residual current device having a rated residual operating current not exceeding 30mA.

The current operation of all residual current devices shall 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.
25. Where strobes, lasers, smoke machines or any other special effects equipment may be used, a written health and safety policy covering all aspects of their use will be provided, and staff will be appropriately trained.

26. A fire risk assessment will be carried out at the premises prior to the first opening to the public for licensable activities which will include provision for safe occupancy and a copy provided to West Yorkshire Fire Service as soon as reasonably practical after demand.
27. Before opening, 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.
28. 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.
29. A suitably trained and competent person must ensure regular safety checks of the premises are undertaken, including decorative and functional fixtures; floor spaces and equipment (including electrical appliances) to which the public may come into contact. Records of these safety checks must be kept and made available to an authorised officer.
30. 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. If used, any temporary electrical wiring/distributions will also be inspected. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.
31. 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.
32. Safety glass that is impact resistant should be used wherever possible in all areas where the public may come into contact with it. Where it is not used in public areas, glazing should be shielded to protect it from impact.
33. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.
34. Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scalds or burns to them.
35. A suitably trained first aider or appointed person will be available at all times when the premises are open.
36. Adequate and appropriate first aid equipment and materials will be available at all times.

The prevention of public nuisance

37. Licensable activities shall be conducted and the facilities for licensed activities shall 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.
38. Noise from a licensable activity at the premises will not be audible at the nearest noise sensitive premises which are adjacent flats on High Street and residential premises on Silver Lane and Suffolk Court.
39. There shall be no external loud speakers.
40. Noise from plant or machinery shall not be audible at the nearest noise sensitive premises during the operation of the plant or machinery. Plant and machinery shall be regularly serviced and maintained to meet this level.
41. 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's in the vicinity. Patrons will not use such areas after 10 pm.

42. The activities of persons using the external areas shall be monitored after 11 pm and they shall be reminded to have regard to the needs of local residents and to refrain from shouting and anti social behaviour etc when necessary.
43. The PLH/DPS will adopt a 'cooling down' period where music volume is reduced towards the closing time of the premises.
44. Sufficient odour control measures shall be designed, installed, operated and maintained to prevent odours arising from the licensable activities from becoming a public nuisance to nearby residential premises and businesses.
45. Clear and legible notices will be displayed at exits, 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.
46. The designated premises supervisor and any door supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.
47. SIA registered door staff will be employed and used where queues are likely to form to manage the queues and ensure that 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.
48. 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.
49. Signage will be displayed at all exits from the premises requesting that customers leave quietly and with regard to any residents of neighbouring properties.
50. No noise nuisance should be caused by noise or vibration emanating from the internal part of the premises.
51. All licensable activities shall be conducted and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure of the adjoining properties.
52. No bottles shall be placed in any external receptacle between 23:00 and 07:00 hours to minimise noise disturbance to adjoining properties.
53. The lighting provided for the purpose of customer and staff safety, for the security of the premises and lighting associated with the activities of entertainment and advertising shall be of such intensity, suitably positioned and operated so as not to cause nuisance to neighbouring or adjoining properties.
54. The premises shall be operated so as to prevent the emission of odours which are a nuisance at nearby premises or to persons in the immediate area.
55. Business waste shall be stored inside closed containers awaiting collection. Litter arising from people using the premises shall be cleared away regularly. Promotional materials such as flyers shall not create litter. Street advertising shall be carried out lawfully.

Protection of children from harm

56. No adult entertainment or services, activities or other entertainment that may give rise to concern in respect of children shall be provided at the premises.

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

None

