

OPERATING SCHEDULE

A) The Prevention of Crime and Disorder

1. A CCTV system shall be maintained and operated within cameras positioned throughout the licensed area.
2. Recorded CCTV images will be maintained and stored for a period of twenty-eight days and shall be produced to the Police or Licensing Authority upon request.
3. SIA registered security staff shall be employed at the premises in accordance with a risk assessment, to be carried out by the DPS on an event by event basis. When employed, security staff will wear high visibility armbands.
4. When employed, a register of those door staff employed shall be maintained at the premises and shall include:
 - (i) the number of door staff on duty;
 - (ii) the identity of each member of door staff;
 - (iii) the times the door staff are on duty.
5. Open containers of alcohol shall not be removed from the public realm area. During events when alcohol is to be sold, notices will be displayed at the exits to the event area advising that open containers of alcohol should not be taken beyond that point.
6. Staff who are to sell alcohol at any event will be trained in the requirements of the Licensing Act 2003 with regard to the Licensing Objectives, and the laws relating to under age sales and the sale of alcohol to intoxicated persons, and that training shall be documented.
7. During any event involving the sale of alcohol, a refusals book/log will be maintained at the premises, and made available to an officer of a responsible authority upon request.
8. All events shall be individually risk assessed and shall have their own event management plan, which shall be provided to an officer of a responsible authority on request.

B) Public Safety

1. Appropriate first aid equipment will be available at the premises during any event involving licensable activities.
2. Regular safety checks shall be carried out by staff in advance of and during any event involving licensable activities.
3. The premises shall maintain an incident log and public liability insurance.
4. The Designated Premises Supervisor and any manager in charge of any event taking place at the premises must have completed ACT awareness e-learning training.
5. No fireworks or other pyrotechnics shall be utilised at the premises at any time.
6. There shall be a general fire risk assessment for the use of the premises for licensable activities, and a specific fire risk assessment for any of the events described in condition c1 below.

C) The Prevention of Public Nuisance

1. There shall be no more than 3 events in any calendar year which have a capacity of 500 persons or more at any one time.

No amplified live or recorded music shall be permitted to take place, save for during the events described at condition c1 above.

2. A direct telephone number for the premises licence holder must be prominently displayed within the residential premises within Leeds Dock. The telephone must be staffed at all times the premises is open for licensable activities.
3. In relation to any of the 3 events described at condition c1 above, the dates and times of these and a description of the event will be notified to residents at least 14 days in advance of any such event, via social media (where an appropriate group for the area continues to exist) as well as via notices/posters to be displayed within the public realm area.
4. Details of all upcoming events (including their start and finish time) shall be published on the Leeds Dock website (leedsdock.com) as soon as reasonably practicable.
5. At least 14 days prior to any of the 3 events described at condition c1 above, the premises licence holder shall notify the Environmental Health Department at Leeds City Council of the start and finish time of the event, provide a Noise Management Plan in respect of the event and provide a contact telephone number that will be answered during each event to respond to any concerns or complaints.
6. During any event involving regulated entertainment, the premises licence holder/event organiser shall conduct regular assessments of the noise coming from the premises at nearby noise sensitive receptors. A written record shall be made of those assessments log book kept for that purpose and shall include, the time and date of the checks, the person making them and the results including any remedial action.
7. The site shall be cleared of litter at regular intervals.
8. The emptying of bins into skips and refuse collections will not take place between 11pm and 7am.
9. During any of the 3 events described at condition c1 above, and at any other time deemed necessary by the premises licence holder, additional temporary litter bins shall be provided within the premises for the disposal of litter.
10. When any event involving licensable activities is taking place, notices will be positioned at exits to the event area requesting customers to leave in a quiet manner.
11. The premises licence holder shall offer to hold meetings with local residents on a 6 monthly basis.
12. A dispersal policy shall be implemented and adhered to and shall be amended as necessary on an event by event basis.

D) The Protection of Children From Harm

1. During any event involving the sale of alcohol, a "Challenge 25" Policy shall be implemented in full and appropriate identification sought from any person who appears to be under the age of 25. The only acceptable forms of ID are photographic driving licences, passports, HM forces warrant cards, EU/EEA national ID card or similar document or a form of identification with the "PASS" hologram.
2. During any such event, notices advising that the Challenge 25 Policy is in force and advising on what forms of ID are acceptable must be displayed.
3. Staff employed to sell alcohol at any event will be trained on the Challenge 25 Policy and its operation. In particular, staff shall be trained to take such action as is necessary to prevent the sale of alcohol to persons over the age of 18 where those customers are engaged in the distribution of alcohol to persons under the age of 18.

4. As part of any event's risk assessment, it's suitability for children and admissions policy shall be assessed.