



**Leeds**  
**Application to vary a premises licence**  
**Licensing Act 2003**

For help contact  
[entertainment.licensing@leeds.gov.uk](mailto:entertainment.licensing@leeds.gov.uk)  
 Telephone: 0113 3785029

\* required information

**Section 1 of 18**

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

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

VAT number

Legal status

If your business is registered, use its registered name.  
 Put "none" if you are not registered for VAT.

**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

**Section 2 of 18**

**APPLICATION DETAILS**

**This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.**

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

\* Premises Licence Number

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

**Premises Contact Details**

Telephone number

Continued from previous page...

Non-domestic rateable  
value of premises (£)

### Section 3 of 18

#### VARIATION

Do you want the proposed  
variation to have effect as  
soon as possible?  Yes  No

Do you want the proposed variation to have effect in relation to the  
introduction of the late night levy?

Yes  No

You do not have to pay a fee if the only  
purpose of the variation for which you are  
applying is to avoid becoming liable to the  
late night levy.

If your proposed variation  
would mean that 5,000 or  
more people are expected to  
attend the premises at any  
one time, state the number  
expected to attend

#### Describe Briefly The Nature Of The Proposed Variation

Describe the premises. 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.

The premises in question is a small bar located in a city centre area. It is designed to provide a comfortable and inviting atmosphere for customers to socialise and enjoy their evening. The bar comprises a main serving area, seating arrangements and a designated space for entertainment, including recorded music. The layout is carefully designed to optimise the use of available space, allowing for efficient service and an enjoyable customer experience.

The proposed variation is as follows. The increase in hours permitted for the licensable activities: The sale by retail of alcohol, The provision of recorded music. The opening hours will also be included in the application to cater for the above.

The bar exclusively caters to adults aged 18 and above, offering a diverse selection of alcoholic beverages to suit various preferences. The establishment takes pride in its well-trained and responsible staff who adhere to strict guidelines for responsible alcohol service, ensuring the safety and well-being of patrons.

In terms of licensing objectives, the proposed variation aims to align with the following:

1. Prevention of Crime and Disorder: The bar has a strong commitment to maintaining a safe and secure environment for its customers. It has implemented various security measures, including trained security personnel, CCTV cameras, and a zero-tolerance policy towards any form of disruptive or violent behaviour.
2. Public Safety: The premises comply with all relevant health and safety regulations, including fire safety measures, emergency exits, and regular maintenance checks. Staff members are trained in first aid procedures to promptly address any emergencies that may arise.
3. Prevention of Public Nuisance: The establishment has implemented effective noise mitigation strategies. Volume control systems will be in use and regular sound level checks will be carried out to minimize the impact of music and conversations on neighbouring properties. The proposed extension will not result in any significant increase in noise levels or disturbance

*Continued from previous page...*

to the surrounding community.

4. Protection of Children from Harm: The bar strictly enforces the age verification policy "Challenge 25", ensuring that no alcohol is sold to individuals under the legal drinking age. The premises are not designed to cater to minors, and adequate measures are in place to prevent their entry or consumption of alcohol.

Overall, the premises operate with a strong emphasis on responsible alcohol service, customer safety, and adherence to relevant regulations. The proposed variation seeks to enhance the customer experience by extending the sale of alcohol and the provision of recorded music, while ensuring the continued fulfilment of the licensing objectives and maintaining harmonious relations with the local community.

#### **Section 4 of 18**

##### **PROVISION OF PLAYS**

[See guidance on regulated entertainment](#)

Will the schedule to provide plays be subject to change if this application to vary is successful?

Yes  No

#### **Section 5 of 18**

##### **PROVISION OF FILMS**

[See guidance on regulated entertainment](#)

Will the schedule to provide films be subject to change if this application to vary is successful?

Yes  No

#### **Section 6 of 18**

##### **PROVISION OF INDOOR SPORTING EVENTS**

[See guidance on regulated entertainment](#)

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

Yes  No

#### **Section 7 of 18**

##### **PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

[See guidance on regulated entertainment](#)

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

Yes  No

#### **Section 8 of 18**

##### **PROVISION OF LIVE MUSIC**

[See guidance on regulated entertainment](#)

Will the schedule to provide live music be subject to change if this application to vary is successful?

Yes  No

Continued from previous page...

**Section 9 of 18**

**PROVISION OF RECORDED MUSIC**

[See guidance on regulated entertainment](#)

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Provide 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

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?

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

- Indoors                       Outdoors                       Both

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.

Continued from previous page...

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 above, 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 10 of 18**

**PROVISION OF PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

- Yes                       No

**Section 11 of 18**

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

[See guidance on regulated entertainment](#)

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

- Yes                       No

**Section 12 of 18**

**PROVISION OF LATE NIGHT REFRESHMENT**

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

- Yes                       No

**Section 13 of 18**

**SUPPLY OF ALCOHOL**

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

- Yes                       No

Continued from previous page...

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Provide 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

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 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.



**Continued from previous page...**

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed above, 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 14 of 18**

**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.

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 15 of 18**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Provide 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

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

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 above, list below.

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

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

**Section 16 of 18**

**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.

**Continued from previous page...**

- A duly authorised officer of the City Council, a Police Officer or a duly authorised officer of the Fire & Civil Defence authority shall, at all times, have the right of access to the premises for the purpose of ensuring compliance with the conditions of the licence. (9PF001)

- Responsibility for the safety and welfare of customers shall, at all times, rest with the Licence Holder/Designated Premises Supervisor. (9PF002)

- A register shall be maintained at the licensed premises showing the name, licence number and contact details including telephone number, for the designated premises supervisor and personal licence holders responsible for authorising alcohol sales. This register shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the Premises Licence holder or nominated person for a period of 12 months from the date of the last entry. (9PF003)

- A register shall be maintained on the premises to record all incidents and accidents. Records should include matters such as anti-social behaviour, admission refusals, ejections, seizure of prohibited items, casualties/unwell customers, welfare and safeguarding matters, accidents, and safety incidents. The records shall include the date, time, and location of the incident; nature of the incident; personal details and contact information for all people involved including any witnesses, SIA and Personal Licence numbers, any crime number and details of police officers attending. A note of the action taken, and where relevant a note of the actions to prevent any reoccurrence should also be included. The records shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the licence holder for a period of 12 months after the last entry. (9PF004)

- Incident and accident records shall be kept in a bound register with consecutively numbered pages. (9PF006)

- The premises licence holder/designated premises supervisor shall have systems in place for dealing with and reporting any suspicious items, activity, or unusual behaviour, including attack response procedures. All employees, volunteers, contractors and security staff shall have a clear understanding of such systems and procedures. (9PF007)

**b) The prevention of crime and disorder**

- Employ well-trained SIA Licensed personnel to monitor the premises: The bar ensures the presence of trained security personnel who actively monitor the premises, identify potential issues, and intervene promptly if any disruptive or disorderly behaviour occurs.

- Utilise CCTV cameras strategically placed throughout the venue: The establishment installs CCTV cameras in key areas to deter potential criminal activity, aid in the identification of perpetrators if necessary, and enhance overall security.- Train staff members in conflict resolution techniques: The bar provides comprehensive training to its staff on effective conflict resolution strategies to de-escalate situations and maintain a calm and safe environment.

- Enforce a zero-tolerance policy towards disruptive or violent behaviour: The bar establishes clear policies that strictly prohibit any form of disruptive or violent behaviour, ensuring a safe and welcoming atmosphere for all patrons.

- A 'Check 25' scheme shall be used to prevent the sale of alcohol to people under 18 years of age. (9PF009)

- A 'Check 25' scheme shall be used to prevent the sale of alcohol to people under 18 years of age. (9PF010)

*Continued from previous page...*

- There shall be a register for the recording of all alcohol sale refusals, including attempted under-age sales, proxy sales and refusals to those who appear intoxicated. Details to be recorded shall include the date, time, name if known, physical description of the person, the reasons, and staff involved and whether CCTV of the incident is available. Any identification document coming into the possession of a member of staff including security staff shall be recorded in the register, including the name of the person/name on the identification document. The register shall be available for immediate inspection by any authorised officer of the responsible authorities and shall be securely retained by the licence holder for a for a period of 12 months from the date of the last entry. The licence holder shall provide secure storage for identification documents and a system for safe disposal, which may include returning to the originating organisation, e.g. DVLA/HM passport office. (9PF011)
- A suitable closed-circuit television (CCTV) system shall be in operation whilst members of the public are in attendance. The CCTV system shall record images to cover all areas of the licensed site to which the public have access (save for toilets/showers/changing areas). The CCTV system shall record images to cover external areas used by customers. At least one member of staff shall be on duty at the premises who can operate the system and download recorded images. These images will be downloaded and provided immediately, or where this is not possible as soon as practicable, on request to an officer of a Responsible Authority. The CCTV system shall be capable of retaining images for a minimum of 31 days, will be of good quality and will contain the correct time and date stamp information. The CCTV system and images will be kept in a secure environment to which members of the public will not be permitted access. (9PF012)
- The premises licence holder shall provide accredited security staff on the occasions and to the numbers as identified through a risk assessment. (9PF013)
- Accredited security staff shall be provided on each occasion that the premises are operating under the terms of the Premises Licence. The numbers, days and times during which security staff are present will be identified through a risk assessment carried out by the premises licence holder. (9PF014)
- The days & times during which security staff shall be present as a minimum are: Any Friday, Saturday or (Sunday leading into a bank holiday) where the premises is trading past midnight 00:00, a minimum of 2 SIA security shall be present from 8pm until the premises closes. (9PF016)
- Security staff shall be provided with induction training so that they have a full understanding of their roles and responsibilities and are fully conversant with the policies and procedures unique to the premises, including safeguarding and welfare arrangements, communication methods and emergency response procedures. (9PF017)
- A security register shall be maintained at the premises for the recording of all security staff on duty on each occasion. The register shall include for each individual: full legible name; SIA registration number; the date and times they commenced and finished duty; and verification by the individual in the form of their signature. This register shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the premises licence holder or nominated person for a period of 12 months from the date of the last entry. (9PF018)
- A search policy shall be in operation and shall be a condition of entry to the premises. (9PF019)
- Notices shall be prominently displayed at entrances of the premises setting out the search and admissions policy. (9PF020)
- All staff deployed for conducting searches shall receive training on the search policy,

**Continued from previous page...**

the procedures for reporting and recording incidents and the safe retention of prohibited items. (9PF021)

- A suitable purpose-made receptacle for the safe retention of illegal substances shall be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police or British Transport Police (as appropriate). (9PF022)

- The premises licence holder/designated premises supervisor shall inform West Yorkshire Police immediately of any search resulting in a seizure of drugs where the supply of drugs is suspected. Personal use seizures should be placed immediately in the drug safe and recorded in the incident register. (9PF023)

- The premises licence holder/designated premises supervisor will inform West Yorkshire Police immediately where a search results in the seizure of an offensive weapon. (9PF024)

- Glass and other sharp objects shall be stored and disposed of safely using suitably secured receptacles. (9PF025)

- Patrons are not permitted to remove drinks in open bottles/glasses or other open vessel from the licensed premises save for external areas designated as a beer garden or similar. (9PF027)

- The premises licence holder/designated premises supervisor will belong to a recognised trade body or Pubwatch Scheme where one exists, whose aims include the promotion of the licensing objectives. (9PF053)

- There shall be a communication link in operation at the premises via radio to the police and other venues in the city centre. This shall be a system recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police. The communication link will be operated to current guidance and all instructions on use agreed. All reasonable police instructions provided via the link shall be complied with. (9PF054)

**c) Public safety**

- Adhere to health and safety regulations, including regular inspections and maintenance checks: The premises undergo regular inspections to ensure compliance with health and safety standards. Regular maintenance checks are conducted to identify and address any potential hazards promptly.

- Ensure emergency exits are clearly marked and easily accessible: The bar takes care to clearly mark emergency exits and ensures they are easily accessible to allow for a swift and safe evacuation in case of emergencies.

- Train staff members in evacuation procedures and first aid: All staff members receive training in evacuation procedures to effectively handle emergency situations. Additionally, they are trained in basic first aid to provide immediate assistance if needed.

- Maintain a close working relationship with local authority and emergency services: The bar establishes and nurtures strong connections with authority and emergency services to facilitate a coordinated response and enhance public safety.

- The premises licence holder shall hold a current Fire Risk Assessment which shall be available for inspection by any authorised officer (9PF055)

- All employees, security personnel and volunteers shall receive training on the fire safety arrangements for the premises, including the use of appropriate firefighting equipment, the procedures for raising alarm, safe evacuation, and care of patrons, and



**Continued from previous page...**

for calling the emergency services. (9PF056)

- There shall be clear designated routes for access of emergency vehicles always kept available. (9PF057)

- A suitably trained and competent person shall conduct regular safety checks of the premises including decorative and functional fixtures, floor surfaces, stairways, guarding, glazing and equipment (including electrical appliances) to which the public may come into contact. Records of these safety checks must be kept and made available for inspection by an authorised officer. (9PF058)

- No drinks shall be served in cans. (9PF062)

- Empty bottles and glasses shall be regularly collected and securely disposed, with particular attention to balcony areas, raised levels and outdoor areas. (9PF065)

- The premises licence holder/designated premises supervisor shall have a risk assessment and a health and safety policy for the use of special effects. Those in charge of such effects shall be appropriately trained in the use of special effects and ensure that they are only used for the purpose as intended. (9PF066)

- The premises licence holder/designated premises supervisor shall arrange for safe travel arrangements for those employees on evening/early morning shifts. (9PF069)

- Queue systems shall be restricted to designated and controlled areas that are organised to prevent any risk to customers and pedestrians from vehicles. (9PF070)

- Security staff shall be deployed to manage and supervise queues. (9PF071)

- A suitably trained First Aider or appointed person shall be provided at all times when the premises are open. (9PF072)

- First Aid equipment shall be always available on the premises. (9PF075)

- Staff, SIA security personnel, stewards and volunteers shall be trained in procedures for dealing with unwell members of the public including those who appear to be affected by alcohol or drugs. (9PF077)

**d) The prevention of public nuisance**

- Utilise volume control systems to maintain an appropriate noise level: The bar employs volume control systems to ensure that the music and overall noise level within the premises are maintained at an appropriate level, preventing excessive noise spill over.

- Train staff members to manage noise levels effectively: Staff members are trained on how to monitor and adjust audio equipment to maintain an appropriate noise level and prevent any unnecessary disturbances.

- Conduct regular assessments to ensure compliance with local noise regulations: The bar conducts regular assessments of noise levels to ensure compliance with local regulations and promptly takes corrective measures if necessary.

- Address and resolve any noise complaints promptly: The establishment takes noise complaints seriously and addresses them promptly by investigating the issue and implementing corrective actions to mitigate any disturbances.

- Noise from a licensable activity at the premises shall be inaudible at the nearest noise sensitive properties. (9PF079)

- Bottles shall not be placed in any external receptacle between 23:00 and 07:00 hours. (9PF083)

*Continued from previous page...*

- Queues shall be arranged to keep noise and obstructions away from residential properties. (9PF086)
- There shall be a cooling down period where music volume is reduced towards the closing time of the premises. (9PF090)
- Security staff shall be deployed to external areas of the premises until such time that all customers have left the area. (9PF091)
- The premises licence holder/designated premises supervisor shall ensure that external areas of the premises are monitored until such time that all customers have left the area. (9PF092)
- A telephone communication link to private hire/hackney carriage services shall be available for customer use. (9PF093)
- Polite notices shall be displayed at exits and external areas reminding customers to refrain from shouting and antisocial behaviour. (9PF094)
- The licence holder/designated premises supervisor shall provide litter patrols and litter generated by customers shall be cleared away regularly (9PF096)

e) The protection of children from harm

- Enforce strict age verification protocols to prevent underage access to alcohol: The bar implements robust age verification procedures, requiring valid identification from all individuals appearing to be underage to prevent the sale of alcohol to minors.
- Design and market the premises exclusively for adults aged 18 and above: The establishment focuses its ambiance, offerings, and marketing efforts to target and cater exclusively to adults aged 18 and above.
- Train staff members to request and verify identification from potential underage patrons: Staff members undergo training to recognise valid forms of identification, ask for identification from individuals who appear underage, and verify the authenticity of presented IDs.
- Implement measures to prevent minors from entering the premises: The bar employs measures such as prominently displayed age restriction signage, door staff who check IDs at the entrance, and strict adherence to age restrictions to prevent minors from accessing the premises.
- Reports will be made to the police if people under the age of 18 are trying to access the premises after being refused entry.
- Conduct ongoing staff training to recognise fake identification: The bar provides regular training sessions to staff members, enabling them to identify common signs of fake identification.
- People under 18 years of age shall not be admitted to the premises. (9PF098)

**Section 17 of 18**

**NOTES ON REGULATED ENTERTAINMENT**

**Continued from previous page...**

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08:00 and 23:00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08:00 and 23:00 on any day, on any premises.
  - o a performance of amplified live music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08:00 and 23:00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.



**Continued from previous page...**

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

**Section 18 of 18**

**PAYMENT DETAILS**

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

The variation 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

Non domestic rateable value £125,001 or more - £1,905

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

**ATTACHMENTS**

**AUTHORITY POSTAL ADDRESS**

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

Continued from previous page...

## 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 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.

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

\* Capacity

Date (dd/mm/yyyy)

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/leeds/change-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**