

**Rileys, Unit 1, 123 Albion Street, Leeds, LS2 8ER**

**Conditions**

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

1. All licensable activities authorised by this licence shall be ancillary to the main function as a snooker, pool, darts and table tennis hall.

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

2. 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.
3. 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.
4. Accredited security staff will be employed at the premises in accordance with a written risk assessment carried out by the premises prior to any event taking place and number of attendees on the premises. A copy of the risk assessment will be kept on the premises for a minimum of 6 months. The risk assessment will be made available immediately on request to the police.
5. 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.
6. Incident and accident records shall be kept in a bound register with consecutively numbered pages or on an electronic log book.
7. 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.
8. 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).

9. 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.
10. 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.
11. 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.
12. Patrons are not permitted to remove drinks in open bottles/glasses or other open vessel from the licensed premises, excluding the external pavement licence outdoor area.

**c) Public safety**

13. The premises licence holder shall hold a current Fire Risk Assessment which shall be available for inspection by any authorised officer.
14. Members of the public shall be prevented from accessing hot food and drink preparation areas to prevent risk of scald or burns.
15. A suitably trained First Aider or appointed person shall be provided at all times when the premises are open.

**d) The prevention of public nuisance**

16. Licensable activities shall be conducted and the facilities for licensed activities shall be designed and operated to prevent the transmission of audible noise or vibration through the fabric of the building or structure to adjoining properties.
17. Noise from a licensable activity at the premises shall not be audible at the nearest noise sensitive premises at K2 apartments, 125 Albion Street.
18. Except for access and egress, external doors shall remain closed during the performance of regulated entertainment and windows shall remain closed during the entire performance.
19. Speakers shall not be in external areas of the premises or in entrance lobbies which open directly onto external areas.
20. Bottles shall not be placed in any external receptacle between 23:00 and 07:00 hours.
21. No deliveries to the premises shall take place between 23:00 and 07:00 hours.
22. Polite notices shall be displayed at exits and external areas reminding customers to refrain from shouting and antisocial behaviour.

**e) The protection of children from harm**

23. A 'Check 25' scheme shall be used to prevent the sale of alcohol to people under 18 years of age.
24. All staff deployed in the serving of alcohol and for managing admission to age restricted premises shall be trained on the correct procedures for age verification, the prevention of proxy sales, the prevention of sales to those who appear intoxicated and for dealing with false and any surrendered identification documents.
25. 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.

26. Children and young people under 18 years of age shall only be allowed on the premises in the company of an adult.