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## LICENSING SUB-COMMITTEE

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MEETING TO BE HELD IN CIVIC HALL, LEEDS, LS1 1UR ON  
TUESDAY, 8TH AUGUST, 2023 AT 10.00 AM

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### MEMBERSHIP

#### Councillors

- L Farley - Burmantofts and Richmond Hill;  
S Holroyd-Case - Ardsley and Robin Hood;  
A Hutchison - Morley North;

Please do not attend the meeting in person if you have symptoms of Covid 19 and please follow current public health advice to avoid passing the virus onto other people.

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**Enquiries specific to  
Entertainment Licensing:**

**Matthew Nelson  
Tel No: 0113 37 85337**

**Agenda compiled by:  
Governance and Scrutiny  
Support  
Civic Hall  
LEEDS LS1 1UR  
Tel No: 0113 37 88657**

## **CONFIDENTIAL AND EXEMPT ITEMS**

The reason for confidentiality or exemption is stated on the agenda and on each of the reports in terms of Access to Information Procedure Rules 9.2 or 10.4(1) to (7). The number or numbers stated in the agenda and reports correspond to the reasons for exemption / confidentiality below:

### **9.0 Confidential information – requirement to exclude public access**

9.1 The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed. Likewise, public access to reports, background papers, and minutes will also be excluded.

### **9.2 Confidential information means**

- (a) information given to the Council by a Government Department on terms which forbid its public disclosure or
- (b) information the disclosure of which to the public is prohibited by or under another Act or by Court Order. Generally personal information which identifies an individual, must not be disclosed under the data protection and human rights rules.

### **10.0 Exempt information – discretion to exclude public access**

10.1 The public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed provided:

- (a) the meeting resolves so to exclude the public, and that resolution identifies the proceedings or part of the proceedings to which it applies, and
- (b) that resolution states by reference to the descriptions in Schedule 12A to the Local Government Act 1972 (paragraph 10.4 below) the description of the exempt information giving rise to the exclusion of the public.
- (c) that resolution states, by reference to reasons given in a relevant report or otherwise, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

10.2 In these circumstances, public access to reports, background papers and minutes will also be excluded.

10.3 Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6.

10.4 Exempt information means information falling within the following categories (subject to any condition):

- 1 Information relating to any individual
- 2 Information which is likely to reveal the identity of an individual.
- 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or officer-holders under the authority.
- 5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- 6 Information which reveals that the authority proposes –
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an order or direction under any enactment
- 7 Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

# A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p style="text-align: center;"><b><u>PRELIMINARY PROCEDURES</u></b></p> <p><b>ELECTION OF THE CHAIR</b></p> <p>To seek nominations for the election for the position of Chair.</p>	
2			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p> <p>(*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance and Scrutiny Support at least 24 hours before the meeting)</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>1) To highlight reports or appendices which:</p> <p>a) officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>b) To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>c) If so, to formally pass the following resolution:-</p> <p><b>RESOLVED</b> – That the press and public be excluded from the meeting during consideration of those parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information</p> <p>2) To note that under the Licensing Procedure rules, the press and the public will be excluded from that part of the hearing where Members will deliberate on each application as it is in the public interest to allow the Members to have a full and frank debate on the matter before them.</p>	
4			<p><b>LATE ITEMS</b></p> <p>To identify any applications as late items of business which have been admitted to the agenda for consideration</p> <p>(the special circumstances shall be identified in the minutes)</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
5			<p><b>DECLARATION OF INTERESTS</b></p> <p>To disclose or draw attention to any interests in accordance with Leeds City Council's 'Councillor Code of Conduct'.</p> <p><b><u>HEARINGS</u></b></p>	
6			<p><b>APPLICATION FOR THE GRANT OF A PREMISES LICENCE FOR IN N OUT, BRADFORD ROAD, STANNINGLEY, PUDSEY, LS28 6AT</b></p> <p>To receive and consider the attached report of the Chief Officer (Elections and Regulatory) regarding an application for the grant of a premises licence made by Mr Mohammed Doski, for In N Out, 17 Bradford Road, Stanningley, Pudsey, LS28 6AT.</p> <p><b><u>Third Party Recording</u></b></p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties – code of practice</p> <ul style="list-style-type: none"> <li>a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.</li> <li>b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.</li> </ul>	7 - 90

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<p>'We strive to ensure our public committee meetings are inclusive and accessible for all. If you are intending to observe a public meeting in-person, please advise us in advance of any specific access requirements that we need to take into account by email (<a href="mailto:FacilitiesManagement@leeds.gov.uk">FacilitiesManagement@leeds.gov.uk</a>). Please state the name, date and start time of the committee meeting you will be observing and include your full name and contact details'.</p>	



**Report author: Mr Martyn Musson**  
**0113 378 5029**

**Report of the Chief Officer Elections and Regulatory**

**Report to the Licensing Sub Committee**

**Date: Tuesday, 8th August 2023**

**Subject: Application for the Grant of a Premises Licence for In N Out,  
17 Bradford Road, Stanningley, Pudsey, LS28 6AT**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Calverley & Farsley		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

**Summary of Main Issues**

This is an application for the grant of a premises licence made by Mr Mohammed Doski, for In N Out, 17 Bradford Road, Stanningley, Pudsey, LS28 6AT.

The application explains the premises intends to operate as a convenience store proposing the sale by retail of alcohol for consumption off the premises only.

Responsible authorities and Ward Members have been notified of this application.

The application has attracted representations from West Yorkshire Police, Leeds City Council's Environmental Protection Team and ten individual representations from other persons, including two on behalf of local ward councillors.

Agreements have been reached between the applicant, West Yorkshire Police and the Environmental Protection Team, resulting in additional measures being incorporated in to the operating schedule and a reduction to the hours for the sale by retail of alcohol; Sunday to Thursday 07:00 - 23:00 (as applied for) and Friday & Saturday 07:00 - 00:00. As a result both representations have been withdrawn.

The representations received from other persons remain outstanding for the Committee's consideration.

## **1 Purpose of this Report**

- 1.1 To advise Members of an application made under section 17 of the Licensing Act 2003 ("the Act") for a new premises licence in respect of the above mentioned premises.
- 1.2 Members are required to consider this application due to the receipt of representations.

## **2 History of the Premises**

- 2.1 This is the first application for a premises licence for these premises.

## **3 The Application**

- 3.1 The applicant is Mr Mohammed Doski.
- 3.2 The proposed designated premises supervisor is Mohammed Doski.
- 3.3 As mentioned previously an agreement has been reached with the Environmental Protection Team leading to a reduced operating schedule as follows:

*Sale by retail of alcohol (for consumption off the premises)*  
*Sunday to Thursday*                      *07:00 – 23:00*  
*Friday & Saturday*                      *07:00 – 00:00*

- 3.4 A redacted version of the application can be found at **Appendix A**.
- 3.5 The applicant proposes to promote the licensing objectives by taking the steps identified in the Operating Schedule Document attached at **Appendix B**.

## **4 Location**

- 4.1 A map which identifies the location of this premises is attached at **Appendix C**.

## **5 Representations**

- 5.1 Under the Act representations can be received from anyone but they must be relevant and, in the case of a member of the public, must not be frivolous or vexatious.

### Representations from Responsible Authorities

- 5.2 Any representation may be negotiated prior to the hearing and in this instance the operating schedule has been amended in accordance with the Environmental Protection Team's representation. A copy of the e-mail exchange may be found at **Appendix D**.
- 5.3 An agreement has also reached between the applicant and West Yorkshire Police. The measures suggested by the police have been adopted resulting in the representation being withdrawn and a copy, including the agreement, can be found at **Appendix E**.



## Other Representations

- 5.4 The application has attracted ten individual representations from local ward councillors and local residents (described as 'other persons' in the legislation), opposed to the application primarily on the grounds of crime & disorder and public nuisance.
- 5.5 One representation has been received from a member of the public who has expressed concern that they may be at risk of retribution should their details be made public. As such, their personal details have been redacted and they have remained anonymous throughout the process. For this reason and despite their strength of feeling they will not be attending the hearing and would like their representations to be considered fully in their absence.
- 5.6 In order to protect personal data, redacted copies of the representations are attached at **Appendix F** and original copies will be provided to the Licensing Sub Committee Members in advance of the hearing.

## **6 Licensing Hours**

- 6.1 Members are directed to paragraphs 6.8 to 6.15 of the Statement of Licensing Policy which states the criteria that will be applied to any decision for new applications or variations which include extending hours.
- 6.2 In brief the Policy states at 6.14 that restrictions may be made to the proposed hours of use where, after receiving relevant representations, the council considers it appropriate for the promotion of the licensing objectives to do so.
- 6.3 The council will take into account the existing pattern of licensed premises in an area when considering what is appropriate to promote the objectives. Applications which are significantly out of character for a locality will need to demonstrate that granting the hours sought will not adversely impact on the licensing objectives.
- 6.4 A list of premises in the local area and their licensed hours and activities is provided at **Appendix G**.

## **7 Equality and Diversity Implications**

- 7.1 At the time of writing this report there were no implications for equality and diversity. Any decision taken by the licensing subcommittee will be in accordance with the four licensing objectives as prescribed by the Licensing Act 2003.

## **8 Options Available to Members**

- 8.1 The licensing subcommittee must take such of the following steps as it considers appropriate for the promotion of the licensing objectives:
- Grant the application as requested.
  - Grant the application whilst imposing additional conditions and/or altering in any way the proposed operating schedule.
  - Refuse to specify the said person as the designated premises supervisor.
  - Reject the whole or part of the application.

8.2 Members of the licensing subcommittee are asked to note that they may not reject the whole or part of the application merely because they consider it desirable to do so. It must be appropriate in order to promote the licensing objectives.

## **9 Background Papers**

- Guidance issued under s182 Licensing Act 2003
- Leeds City Council Statement of Licensing Policy



**PREM1**

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

**Application for a premises licence to be granted under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand, please write legibly in block capitals. In all cases ensure your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We .....**Mohammed Doski**.....  
(insert name(s) of applicant)

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 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**

**Part 1 – Premises Details**

Postal address of premises or, if none, ordnance survey map reference or description	
17 Bradford Road, Stanningley, Pudsey	
Post town LEEDS	Post code LS7 2QY

Telephone number of premises (if any)

Non-domestic rateable value of premises £8600

**Part 2 – Applicant Details**

Please state whether you are applying for a premises licence as:

Please tick as appropriate

- a) an individual or individuals\*  please complete section (A)
- b) a person other than an individual\*
  - i. as a limited company/limited liability partnership  please complete section (B)
  - ii. as a partnership (other than limited liability)  please complete section (B)
  - iii. as an unincorporated association or  please complete section (B)
  - iv. other (for example a statutory corporation)  please complete section (B)



Daytime contact telephone number

Email address (optional)

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information).

**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr  Mrs  Miss  Ms  Other title (for example, Rev) \_\_\_\_\_

Surname  First names

Please tick yes

Date of Birth  I am 18 years old or over

Nationality

Current postal address if different from premises address

Post Town  Postcode

Daytime contact telephone number

Email address (optional)

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information).

**(B) OTHER APPLICANTS**

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

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

**Part 3 Operating Schedule**

When do you want the premises licence to start?

Day		Month		Year			
1	5	0	7	2	0	2	3

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

Day		Month		Year			

Please give a general description of the premises (please read guidance note 1)  
 A convenience store that will sell by retail alcohol, tobacco, household products and groceries.

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

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Please tick  yes

**Provision of regulated entertainment**

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performance of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Sale by retail of alcohol** (if ticking yes, fill in box J)

**In all cases complete boxes K, L and M**

# A

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of a play take place indoors or outdoors or both</b> please tick (please read guidance note 3)	<b>Indoors</b>	<input type="checkbox"/>
				<b>Outdoors</b>	<input type="checkbox"/>
				<b>Both</b>	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
<b>Mon</b>			<b>Please give further details here</b> (please read guidance note 4)		
<b>Tue</b>					
<b>Wed</b>			<b>State any seasonal variations for performing play</b> (please read guidance note 5)		
<b>Thur</b>					
<b>Fri</b>			<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
<b>Sat</b>					
<b>Sun</b>					

# B

<b>Films</b> Standard days and timings (please read guidance note 7)			<b>Will the exhibition of a film take place indoors or outdoors or both</b> please tick (please read guidance note 3)	<b>Indoors</b>	<input type="checkbox"/>
				<b>Outdoors</b>	<input type="checkbox"/>
				<b>Both</b>	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
<b>Mon</b>			<b>Please give further details here</b> (please read guidance note 4)		
<b>Tue</b>					
<b>Wed</b>			<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5)		
<b>Thur</b>					
<b>Fri</b>			<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
<b>Sat</b>					
<b>Sun</b>					



# C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			Please give further details (please read guidance note 4)
<b>Day</b>	<b>Start</b>	<b>Finish</b>	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 5)
Tue			
Wed			
Thur			
			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list. (please read guidance note 6)
Fri			
Sat			
Sun			

# D

<b>Boxing or wrestling entertainment</b> Standard days and timings (please read guidance note 7)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both</b> (please tick) (please read guidance note 3)	Indoors	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>		Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>	
Mon			Please give further details here (please read guidance note 4)		
Tue			State any seasonal variations for the boxing or wrestling entertainment (please read guidance note 5)		
Wed					
Thur					
Fri					
Sat					
Sun					

# E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both</b> please tick (please read guidance note 3)		<b>Indoors</b> <input type="checkbox"/>
					<b>Outdoors</b> <input type="checkbox"/>
					<b>Both</b> <input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 4)		
<b>Mon</b>					
<b>Tue</b>			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)		
<b>Wed</b>					
<b>Thur</b>			<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list.</b> (Please read guidance note 6)		
<b>Fri</b>					
<b>Sat</b>					
<b>Sun</b>					

# F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b>Will the playing of recorded music take place indoors or outdoors or both</b> please tick (please read guidance note 3)		<b>Indoors</b> <input type="checkbox"/>
					<b>Outdoors</b> <input type="checkbox"/>
					<b>Both</b> <input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 4)		
<b>Mon</b>					
<b>Tue</b>			<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5)		
<b>Wed</b>					
<b>Thur</b>			<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list.</b> (please read guidance note 6)		
<b>Fri</b>					
<b>Sat</b>					
<b>Sun</b>					

# G

<b>Performance of dance</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of dance take place indoors or outdoors or both</b> please tick (please read guidance note 3)	<b>Indoors</b>	<input type="checkbox"/>
				<b>Outdoors</b>	<input type="checkbox"/>
				<b>Both</b>	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
<b>Mon</b>			<b>Please give further details here</b> (please read guidance note 4)		
<b>Tue</b>					
<b>Wed</b>			<b>State any seasonal variations for the performance of dance</b> (please read guidance note 5)		
<b>Thur</b>					
<b>Fri</b>			<b>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list.</b> (please read guidance note 6)		
<b>Sat</b>					
<b>Sun</b>					

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			<b>Please give a description of the type of entertainment you will be providing</b>		
			<b>Will the entertainment take place indoors or outdoors or both</b> please tick (please read guidance note 3)	<b>Indoors</b>	<input type="checkbox"/>
				<b>Outdoors</b>	<input type="checkbox"/>
				<b>Both</b>	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
<b>Mon</b>			<b>Please give further details here</b> (please read guidance note 4)		
<b>Tue</b>					
<b>Wed</b>			<b>State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 5)		
<b>Thur</b>					
<b>Fri</b>			<b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list.</b> (please read guidance note 6)		
<b>Sat</b>					
<b>Sun</b>					

**I**

<b>Late night refreshment</b> Standard days and timings (please read gu dance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both</b> please tick (please read gu dance note 3)	<b>Indoors</b>	<input type="checkbox"/>			
				<b>Outdoors</b>	<input type="checkbox"/>			
				<b>Both</b>	<input type="checkbox"/>			
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read gu dance note 4)					
<b>Mon</b>								
<b>Tue</b>								
<b>Wed</b>						<b>State any seasonal variations for the provision of late night refreshment</b> (please read gu dance note 5)		
<b>Thur</b>								
<b>Fri</b>						<b>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list.</b> (please read gu dance note 6)		
<b>Sat</b>								
<b>Sun</b>								

**J**

<b>Supply of alcohol</b> Standard days and timings (please read gu dance note 7)			<b>Will the supply of alcohol be for consumption on or off the premises or both</b> please tick (please read gu dance note 8)	<b>On the premises</b>	<input type="checkbox"/>			
				<b>Off the premises</b>	<input checked="" type="checkbox"/>			
				<b>Both</b>	<input type="checkbox"/>			
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol</b> (please read gu dance note 5)					
<b>Mon</b>	07:00	23:00						
<b>Tue</b>	07:00	23:00						
<b>Wed</b>	07:00	23:00				<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list.</b> (please read gu dance note 6)		
<b>Thur</b>	07:00	23:00						
<b>Fri</b>	07:00	04:00						
<b>Sat</b>	07:00	04:00						
<b>Sun</b>	07:00	23:00						

**State the name and details of the individual whom you wish to specify on the licence as the designated premises supervisor (please see declaration about the entitlement to work in the checklist at the end of the form)**

**Name –** MOHAMMED DOSKI

**Address -** [REDACTED]

**Postcode –** [REDACTED]

**Personal licence number (if known) –** [REDACTED]

**Issuing licensing authority (if known) -** [REDACTED]

## **K**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9)**

**L**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
<b>Mon</b>	07:00	23:00	<b>Non standard timings. Where you intend to open the premises to be open to the public at different times from those listed in the column on the left, please list.</b> (please read guidance note 6)
<b>Tue</b>	07:00	23:00	
<b>Wed</b>	07:00	23:00	
<b>Thur</b>	07:00	23:00	
<b>Fri</b>	07:00	04:00	
<b>Sat</b>	07:00	04:00	
<b>Sun</b>	07:00	23:00	

# M

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

a) **General – all four licensing objectives (b, c, d, e)** (please read guidance note 10)

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

c) **Public safety**

d) **The prevention of public nuisance**

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

**Checklist**

Please tick to indicate agreement

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable
- 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

[Applicable to individual applicants, including those in partnership which is not a limited liability partnership, but not companies or limited liability partnerships]



- I have enclosed documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office on my right to work check ng service (please read note 15)

**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.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**

**Part 4 – Signatures** (please read guidance note 11)

**Signature of applicant or applicant’s solicitor or other duly authorised agent.** (See guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Declaration	<p>[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership]</p> <ul style="list-style-type: none"> <li>• I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15).</li> </ul>
Signature	
Date	
Capacity	<b>Director</b>

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent.** (please read guidance note 13). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	



**Contact Name (where not previously given) and address for correspondence associated with this application** (please read guidance note 14)

Post town

Post code –

Telephone number (if any) –

**If you would prefer us to correspond with you by e-mail, your e-mail address (optional)**

### Notes for Guidance

1. 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.
2. 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:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - 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.
    - 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.
    - 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.

- 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:
    - 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.
    - 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.
    - 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.
  - 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:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - 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;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - 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.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  4. For example the 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.
  5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  7. Please 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.
  8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
  9. Please 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 or the presence of gaming machines.

10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

**15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

They do this in one of two ways:

- 1) by providing with this application copies or scanned copies of the documents which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

**Home Office online right to work checking service**

As an alternative to providing a copy of original documents, stated above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth, will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

**Please complete the details below:**

Business name and address: In 'N' Out  
17 Bradford Road, Stanningley, Pudsey, LS28 6AT

**Guidance about this document**

This document has been designed to assist you as you prepare your operating schedule for a Premises Licence application and to show how you intend to promote the four licensing objectives.

Whilst the Licensing Authority does not insist that you use this document, it has measures that the responsible authorities may be looking for as a minimum and may avoid representations and the need for a hearing.

If you do not use this document, then you will need to show how you will meet the licensing objectives by supplying other supporting evidence in the operating schedule at Box M of the premises licence application form.

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**

This document has been developed with all types of business in mind, so you might find some of the control measures are not practical and proportionate to your business model.

This document has four sections which correspond with the four licensing objectives. In each section you will find information on potential control measures which we suggest may help you meet the four licensing objectives.

If you are happy to volunteer the control measures as part of your application place a tick in the relevant box/es in the right-hand column. You can refer to this document under all four headings at Box M of the premises licence application form. If you make a mistake you can click on the box to untick it.

Should you wish to offer more or alternative measures then these may be included under the relevant headings at Box M of the premises licence application form.

All measures offered, both in this document and/or in the operating schedule (Box M of the application form) will become conditions on your licence which you shall be legally obliged to comply with.

## General - All Four Licensing Objectives

Suggested measures	Code	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
Responsibility for the safety and welfare of customers shall, at all times, rest with the Licence Holder/Designated Premises Supervisor.	9PF002	<input checked="" type="checkbox"/>

### Designated Premises Supervisor (designated premises supervisor)

If you plan to sell alcohol you will need to nominate someone to be the Designated Premises Supervisor (designated premises supervisor) who must be the holder of a personal licence. This is normally the person who will be given day to day responsibility for running the premises. The designated premises supervisor need not be on the premises, at all times but is responsible for the promotion of the licensing objectives and the terms of the premises licence.

Every alcohol sale must be made or authorised by the designated premises supervisor or a personal licence holder. The designated premises supervisor/personal licence holder does not need to be present on the premises or oversee each sale; it is sufficient that such sales are authorised. The test shall be whether staff know it is who has authorised them to sell alcohol.

To show due diligence you may wish to employ additional personal licence holders and keep a register to include details of the designated premises supervisor and of any additional personal licence holders responsible for authorising alcohol sales.

**Note:** Applicants for a Club Premises Certificate do not require a designated premises supervisor, and community premises may apply to be exempt from this requirement.

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

### Incident and Accident Register

Suggested measures	Code	<input checked="" type="checkbox"/>
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	9PF004	<input checked="" type="checkbox"/>

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.		
Incident and accident records shall be kept in a bound register with consecutively numbered pages.	9PF005	<input checked="" type="checkbox"/>

or

Incident and accident records shall be kept on a secure digital system. This information will be processed, stored, and handled in compliance with The General Data Protection Regulation.	9PF006	<input type="checkbox"/>
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### Counter Terrorism

<p>Businesses and organisations may be required to comply with Protect Duty/Martyn’s Law once this is enacted but in any event licence holders are asked to be security-minded and have systems in place for dealing with suspicious items, activities and have a plan should they ever need to respond to an attack.</p> <p>It would be good practice for all businesses and organisations in a locality to be familiar with one another and agree communication channels.</p> <p>Those who are SIA accredited will have received training, but they shall still require induction training on the safety procedures specific to your premises.</p> <p>ProtectUK is a central, consolidated hub for trusted guidance, advice, learning and engagement with experts in security and Counter Terrorism. It will serve as the ‘go to’ resource for free, 24/7 access to the latest information on protective security and will be regularly updated with new engaging content and increased functionality. Please see:</p> <ul style="list-style-type: none"> <li>• ProtectUK: <a href="https://www.protectuk.police.uk">https://www.protectuk.police.uk</a> (includes link to ACT Awareness e-learning)</li> <li>• CPNI (Centre for the Protection of National Infrastructure) <a href="https://www.cpni.gov.uk">https://www.cpni.gov.uk</a></li> <li>• SCaN (See, Check and Notify) e-learning covering hostile reconnaissance, vigilance, the power of hello, and reporting suspicious activity: <a href="https://scan.highfieldelearning.com">https://scan.highfieldelearning.com</a></li> </ul>
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Suggested measures	Code	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>

# The Prevention of Crime and Disorder

## Age Verification

If you plan to sell alcohol you must adopt a proof of age scheme. This can be Challenge 21 or Challenge 25. You should train staff on the steps needed to prevent under-age sales of alcohol, prevent proxy sales (i.e. the purchase of alcohol on behalf of children), and sales to those who are intoxicated. Those who have attained a personal licence or who are SIA (Security Industry Authority) accredited will have received such training to a certain extent but will still require training on the procedures specific to your event.

The Home Office has published guidance on acceptable forms of ID and understanding how to identify and deal with false ID: [False ID guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk).

It is important to note that only certain categories of person (e.g. a police constable) have legal powers to seize false ID. However, any member of staff presented with false ID may ask for it to be handed over.

It is recommended that a register is maintained for the recording of alcohol sale refusals and ID that comes into your possession.

Expired ID is not necessarily false ID. For security reasons people may opt to use expired ID rather than risk losing current documents.

Suggested measures	Code	<input checked="" type="checkbox"/>
A 'Check 21' scheme shall be used to prevent the sale of alcohol to people under 18 years of age.	9PF008	<input checked="" type="checkbox"/>

Or

A 'Check 25' scheme shall be used to prevent the sale of alcohol to people under 18 years of age.	9PF009	<input checked="" type="checkbox"/>
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.	9PF010	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>



## CCTV

Closed circuit television (CCTV) is a valuable tool for combating crime and disorder. Not only is it a useful source for the investigation of crime, but it also serves as a deterrent.

It is recommended that you consult with the Police in the first instance and enquire whether they consider CCTV is required for your style of business and take advice on camera locations. The retention policy for CCTV images is generally 31 days.

CCTV will require a registered 'data controller' a person who (either alone or jointly or in common with other people) determines the purposes for which, and the way in which any personal data are to be processed, including the operation of CCTV on business premises.

Further information can be found at: [Data protection and your business: Using CCTV - GOV.UK \(www.gov.uk\)](https://www.gov.uk/data-protection-your-business/using-cctv) <https://www.gov.uk/data-protection-your-business/using-cctv> and Information Commissioner's Office (ICO) link to registration webpage for Data Controllers: [Register | ICO](#)

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

## Security Staff

Depending on your business, you may want to consider using security staff. This is particularly relevant to premises operating within the night-time economy. You may risk assess your business to determine the peak times and numbers of security staff and specify a minimum number that will be on duty whilst your premises are providing licensable activities. The police will be able to provide helpful advice in this respect.

You will need to ensure that professional security is appropriately registered with the Security Industry Authority (SIA) and only assigned to the roles for which they are accredited. Accredited security staff must always wear and display their official SIA identification badges.

All security staff should receive induction training on their roles and responsibilities, the policies and procedures unique to your premises including the processes for dealing with young and vulnerable people, casualties, incidents, reporting, counter terrorism and emergency response procedures. They should have a good knowledge of the premises for purpose of assisting the public including the location of medical, welfare, lost property, sanitation, drinking water facilities and emergency egress routes.

If you do employ security staff it is recommended that you have a register to record the people on duty, their SIA registration details and the times that they started and finished duty, countersigned by the individual.

<b>Suggested measures</b>	<b>Code</b>	<input checked="" type="checkbox"/>
The premises licence holder shall provide accredited security staff on the occasions and to the numbers as identified through a risk assessment.	9PF013	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>

**Or/and**

The minimum number of accredited security staff on duty shall be: _____	9PF015	<input type="checkbox"/>
The days & times during which security staff shall be present as a minimum are:	9PF016	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>

### Search and Admissions

<p>Depending on the style of your business and audience demographic, you may want to have a policy to prevent illegal substances, weapons, glass, and other prohibited items from being taken onto your premises, and for anyone displaying signs of violence, aggression or under the influence of alcohol or drugs from being prevented access.</p> <p>Only staff who are in possession of the relevant accreditation from the Security Industry Authority (SIA) may conduct physical searches.</p>
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<b>Suggested measures</b>	<b>Code</b>	<input checked="" type="checkbox"/>
A search policy shall be in operation and shall be a condition of entry to the premises.	9PF019	<input type="checkbox"/>
Notices shall be prominently displayed at entrances of the premises setting out the search and admissions policy.	9PF020	<input type="checkbox"/>
All staff deployed for conducting searches shall receive training on the search policy, the procedures for reporting and recording incidents and the safe retention of prohibited items.	9PF021	<input type="checkbox"/>

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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
Glass and other sharp objects shall be stored and disposed of safely using suitably secured receptacles.	9PF025	<input type="checkbox"/>

### Responsible Alcohol Sales

<b>Suggested measures</b>	<b>Code</b>	<input checked="" type="checkbox"/>
Patrons are not permitted to remove drinks in open bottles/glasses or other open vessel from the licensed premises.	9PF026	<input type="checkbox"/>
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	<input type="checkbox"/>

### Public Space Protection Order

If your premises are in an area subject to a Public Spaces Protection Order (PSPO) which prohibits alcohol consumption in designated areas/streets, it is best practice for notices to be displayed advising customers of the Order and have security personnel positioned at exit points to prevent alcohol in open containers from being taken from the licensed area.

<b>Suggested measures</b>	<b>Code</b>	<input checked="" type="checkbox"/>
Notices indicating the existence and effect of a Public Spaces Protection Order (PSPO) shall be prominently displayed at the exits to the licensed premises site, including any external drinking area, which can be clearly seen by people leaving.	9PF028	<input type="checkbox"/>

### Food Led Premises

If your premises are predominantly a restaurant style operation you may wish to agree to certain measures, such as the number of covers and/or that alcohol will be ancillary to table meals. This could avoid the responsible authorities seeking certain measures that would normally be required of an alcohol led premises.

<b>Suggested measures</b>	<b>Code</b>	<input checked="" type="checkbox"/>
The premises shall be and remain predominantly food led.	9PF029	<input type="checkbox"/>

An agreed number of covers shall be always maintained when the premises are operating. The minimum number of covers shall be _____.	9PF030	<input type="checkbox"/>
The sale/supply of alcohol shall only be made to accompany the sale of food. This does not preclude the sale/supply of alcohol to a person waiting to be seated in the restaurant or at the conclusion of the meal.	9PF031	<input type="checkbox"/>
Table service shall be in operation at all times.	9PF032	<input type="checkbox"/>

### Off-Sales (convenience stores and similar)

If your business is a convenience store or similar and cater for alcohol off-sales, it is recommended that you take note of the Council's Statement of Licensing Policy and Cumulative Impact Assessment which identifies certain areas within the Leeds district that it is felt are unable to support any further applications due to ante-social behaviour and street drinking.

There are other areas of Leeds not referenced in the Cumulative Impact Assessment which are borderline, and consequently responsible authorities may seek additional measures to prevent any further impact on the area and undermining of the licensing objectives. You may wish to contact your local police, community team or licensing for more information. There could be measures that you can offer to help address certain local concerns.

Suggested measures	Code	<input checked="" type="checkbox"/>
All areas of the premises to be used for the display of alcohol are marked on the plan. The areas for the display of alcohol shall not change without the consent of the licensing authority by way of a minor variation application to the licence.	9PF033	<input checked="" type="checkbox"/>
The display of alcohol shall be in a designated area of the premises which is capable of being supervised from the counter area.	9PF034	<input checked="" type="checkbox"/>
The display of spirits shall be in an area accessible only by staff.	9PF035	<input checked="" type="checkbox"/>
There shall be no sale of beer, cider, lager and perry of 7.5% alcohol by volume or above.	9PF036	<input checked="" type="checkbox"/>
The display of high-strength beers, ciders, perrys and lagers of 7.5% alcohol by volume and above shall be in an area accessible only by staff.	9PF037	<input checked="" type="checkbox"/>
There shall be no sale of beer, cider, lager and perry of 7.5% alcohol by volume and above in containers holding a capacity of 1 or more litres.	9PF038	<input checked="" type="checkbox"/>
Alcohol shall not be displayed next to the public entrance/exit of the premises.	9PF039	<input checked="" type="checkbox"/>
The name of the premises shall not contain reference to alcohol.	9PF040	<input checked="" type="checkbox"/>
There shall be no advertisement of alcohol external to the premises including window displays.	9PF041	<input checked="" type="checkbox"/>
Customers shall be discouraged from drinking alcohol outside the premises.	9PF042	<input checked="" type="checkbox"/>

## Alcohol Delivery Services

If you are to operate mobile, remote, internet and other alcohol delivery sales this may only be carried out from licensed premises and alcohol may not be sold from a vehicle or moveable structure whilst travelling house to house.

It is the place where the alcohol is appropriated to the contract, i.e. the place where the alcohol is stored and set apart for delivery that needs to be licensed (i.e. the shop or storage base), and not necessarily the place where the order for alcohol, or payment for it, takes place.

Alcohol delivery services are subject to all requirements of the Licensing Act, mandatory conditions and statutory guidance, and shall need stringent measures to ensure that alcohol is not being supplied to people under 18 years of age, or to those who are intoxicated. If you are using couriers, then you remain responsible for ensuring they comply with the terms of your licence.

Suggested measures	Code	<input checked="" type="checkbox"/>
There will be no access to the licensed premises by members of the public at any time whilst the premises licence has effect, except for those who use the premises for their business, employment, or residence.	9PF043	<input type="checkbox"/>
The premises licence holder/designated premises supervisor shall adopt a 'Challenge 25' age verification policy that shall be applied at the point of order, sale and on delivery.	9PF044	<input checked="" type="checkbox"/>
All people involved in the delivery of alcohol, be this the premises licence holder/designated premises supervisor, employees or third party courier, shall at the point of delivery be satisfied that the person to whom the alcohol is being delivered is 18 years and over. If at any point of the process acceptable photographic age verification documents cannot be produced, the delivery shall be refused, and alcohol returned to the licensed premises.	9PF045	<input checked="" type="checkbox"/>
Deliveries shall only be made to the address indicated on the order.	9PF046	<input checked="" type="checkbox"/>
Deliveries shall only to be made to bona fide business/commercial addresses or private residences and not to any public/open spaces (e.g. car parks, street corners, bus stops, public parks).	9PF047	<input checked="" type="checkbox"/>
Deliveries shall be refused to any person who is, or who appears to be under the influence of alcohol or drugs and the alcohol shall be returned to the licensed premises.	9PF048	<input checked="" type="checkbox"/>
The licence holder/designated premises supervisor shall ensure that only the alcohol items specified on orders processed for despatch are loaded onto delivery vehicles, and no surplus stock shall be carried on vehicles.	9PF049	<input checked="" type="checkbox"/>
With regards to all third-party couriers used to provide the delivery of alcohol, the premises licence holder/designated premises supervisor shall have a contractual arrangement with each third party to be satisfied that the promotion of the licensing objectives and terms of the premises licence are complied with at all times, with particular attention to the point of delivery.	9PF050	<input checked="" type="checkbox"/>
Hackney Carriages or Private Hire vehicles shall not be used for deliveries under any circumstances.	9PF051	<input checked="" type="checkbox"/>

<p>The premises licence holder/designated premises supervisor shall keep records of or have access to all alcohol orders. Records shall include for each order: the full name and address of who made the order; age verification at point of order; any refusals made at the point of order; the items ordered; the date and time of the despatch; details of the delivery provider/driver; the date and time of delivery; the full postal delivery address; the name and date of birth of the person receiving the order; detail of identification/proof of age documents received; details of any refusals at the point of delivery including reasons. Records shall be retained at the licensed premises for a period of 12 months and be produced on request for inspection by a police officer or an authorised person of the licensing authority.</p>	9PF052	<input checked="" type="checkbox"/>
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### Communication & Engagement

<p>You may find that there is a radio communication system (radio/text/pager system) operating in the area of your premises. This is useful for sharing information between premises and the police, such as antisocial behaviour, ejections, suspected thefts, drugs and welfare concerns. The system should be recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police.</p> <p>You might consider joining a recognised licensee association such as PubWatch if there is one operating in the area, or to establish one yourself. This type of organisation may run a banning scheme, where people who have exhibited antisocial behaviour are banned from all licensed premises in an area. Your cooperation in these types of schemes can stop your premises from becoming a target of antisocial behaviour.</p> <p>Depending on where your premises is located, your capacity and closing time, you may find a dispersal plan useful to reduce the risk of anti-social behaviour and nuisance by customers leaving your premises.</p>
--

<b>Suggested measures</b>	<b>Code</b>	<input checked="" type="checkbox"/>
<p>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.</p>	9PF053	<input type="checkbox"/>
<p>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.</p>	9PF054	<input type="checkbox"/>

# Public Safety

## Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 requires employers and other responsible people to make a 'suitable and sufficient' assessment of the risks from fire in licensed premises and how they affect the safety of their employees and other people who may be on or around the premises.

In compiling a fire risk assessment you should consider the following as a minimum:

- The number of people using the premises
- Means of escape
- Fire alarms
- Emergency Lighting
- Fire Fighting Equipment
- Fire Exit Notices
- Safety Precautions

For further advice regarding fire precautions and how to comply with your legal duties under The Regulatory Reform (Fire Safety) Order 2005, please refer to the guides listed below which are available to download, free of charge, from: <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents>

### Plans

For the fire authority to properly assess your application it is important that clear and legible plans are provided. Full details of what should be included in your plans are set by Regulations and can be found at: [The Licensing Act 2003 \(Premises licences and club premises certificates\) Regulations 2005 \(legislation.gov.uk\)](#).

Importantly the plan must be:

Drawn in standard scale (unless an alternative agreed) and show:

- the extent of the boundary of the building, and any external and internal walls of the building and, if different, the perimeter of the premises.
- points of access to and egress.
- escape routes.
- where the premises is to be used for more than one licensable activity, the area within the premises used for each activity.
- fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment (i.e. counters, shelving aisles, bars).
- the location and height of each stage or raised area relative to the floor.
- steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts.
- the location of room/s containing public conveniences.
- the location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment; and
- the location of any kitchen/s

To assist the fire authority, it would also be helpful to include:

- Fire resistance doors
- Type of surface linings and finishes to walls and ceilings (in new constructions only)
- Emergency lighting points
- Maintained exit signage points
- Door furniture, for example panic bars

- Fire alarm and smoke detection points
- Firefighting equipment

The plan may include a legend through which the matters mentioned or referred to above are sufficiently illustrated using symbols on the plan.

**Alcohol Sales:**

If you have selected the relevant condition under the heading above 'Off-Sales (convenience stores and similar)', please don't forget to indicate on your plan the area where alcohol shall be displayed.

**Outdoor Area Use:**

Please ensure that the boundary of any outdoor area to be licensed is marked on the plan also.

NB: If you are intending to use part of the public highway for outdoor drinking, then you shall require a separate pavement café licence from Leeds City Council.

**If your plans so not meet the prescribed requirements, then your application may be returned unprocessed.**

Suggested Measures	Code	<input checked="" type="checkbox"/>
The premises licence holder shall hold a current Fire Risk Assessment which shall be available for inspection by any authorised officer.	9PF055	<input checked="" type="checkbox"/>
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 for calling the emergency services.	9PF056	<input checked="" type="checkbox"/>
There shall be clear designated routes for access of emergency vehicles always kept available.	9PF057	<input checked="" type="checkbox"/>

**Health & Safety**

The Health and Safety at Work etc. Act 1974 (HSAWA) concerns those in control of non-domestic premises who have a duty (under section 4 of the Act) towards people who are not their employees but use their premises.

Other regulations support the HSAWA and set out more detailed legal duties for specific activities or topics. For example, The Management of Health and Safety at Work Regulations 1999 complement and expand on the general HASWA duties. These regulations put a range of responsibilities on employers including the need to examine activities and workplaces to identify what could cause harm to people and decide whether they have taken enough action to prevent harm, or if they need to do more. This process is known as a 'risk assessment' follow the 'preventative principles' of removing a risk or, if this isn't reasonably practicable, controlling it.

The Workplace (Health, Safety & Welfare) Regulations 1992 concern the minimum safety and health requirements for the workplace. The Electricity at Work Regulations apply to all aspects of the use of electricity within the workplace. They place duties on employers, employees and those self-employed to prevent danger, ensure that equipment is safely installed and regularly maintained by a qualified engineer and ensure that equipment has undergone all necessary safety checks before its use and is suitable for the purpose intended.

Safety checks before each occasion the premises open and regular housekeeping during opening hours will prevent accidents. It is important to ensure all employees remain vigilant to removing obstacles, breakages and spillages, unsafe equipment is removed, and all matters out of their control is reported. Glasses and bottles can be a particular risk especially if taken outdoors or used in raised areas.



<b>Suggested measures</b>	<b>Code</b>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
Safety checks shall be conducted before each occasion the premises open to the public.	9PF059	<input checked="" type="checkbox"/>
Members of the public shall be prevented from accessing hot food and drink preparation areas to prevent risk of scald or burns.	9PF060	<input type="checkbox"/>
All drinks shall be served in non-glass containers.	9PF061	<input type="checkbox"/>
No drinks shall be served in cans.	9PF062	<input type="checkbox"/>
No glass containers or cans shall be taken into an area of the premises where a live performance is taking place.	9PF063	
All drinks to be taken outdoors shall be in non-glass containers.	9PF064	<input type="checkbox"/>
Empty bottles and glasses shall be regularly collected and securely disposed, with particular attention to balcony areas, raised levels and outdoor areas.	9PF065	<input type="checkbox"/>

### **Special Effects**

Will special effects be taking place at the premises, such as strobes, lasers, smoke machines, pyrotechnics? - NO

<b>Suggested measures</b>	<b>Code</b>	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>
The Leeds City Council Health & Safety Team shall be notified 10 days prior to the installation of new display laser equipment or modification of an existing installation.	9PF067	<input type="checkbox"/>
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.	9PF068	<input type="checkbox"/>

### **Safety**

If your premises are to operate during the night-time economy, you may want to consider how your staff are to travel to work and get home safely. You may consider arrangements with local businesses to use any available parking and have your security escort staff to their vehicles or have arrangements with a taxi firm.

Suggested measures	Code	<input checked="" type="checkbox"/>
The premises licence holder/designated premises supervisor shall arrange for safe travel arrangements for those employees on evening/early morning shifts.	9PF069	<input type="checkbox"/>

### Queue Systems

If it is likely queues will form for entry to your premises, then you should consider supervision and control measures to prevent conflict with pedestrians and vehicles. Particularly if queues may form along a public footpath and next to the highway, it is important that pedestrians and customers are protected from any risk presented by vehicles.

Suggested measures	Code	<input checked="" type="checkbox"/>
Queue systems shall be restricted to designated and controlled areas that are organised to prevent any risk to customers and pedestrians from vehicles.	9PF070	<input type="checkbox"/>
Security staff shall be deployed to manage and supervise queues.	9PF071	<input type="checkbox"/>

### First Aid

Depending on the style of your business and the capacity, you may want to consider having trained first aid staff and as a minimum have a care plan for people who are taken unwell including those who appear to be affected by drugs or alcohol. The Health and Safety (First Aid) Regulations 1981 set out the minimum obligations of employers.

High occupancy premises may consider providing an equipped first aid/rest room with medically trained personnel.

Suggested measures	Code	<input checked="" type="checkbox"/>
A suitably trained First Aider or appointed person shall be provided at all times when the premises are open.	9PF072	<input type="checkbox"/>
(Sporting Events) An appropriately qualified medical practitioner shall be present throughout any sporting entertainment.	9PF073	<input type="checkbox"/>
(Premises near a watercourse) 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 any watercourse at all material times.	9PF074	<input type="checkbox"/>
First Aid equipment shall be always available on the premises.	9PF075	<input checked="" type="checkbox"/>
A dedicated equipped first aid/rest room shall be staffed by medically trained personnel whilst the public are in attendance.	9PF076	<input type="checkbox"/>
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	<input type="checkbox"/>

# The Prevention of Public Nuisance

## Noise and Vibration

It is possible that your application may attract representations from Environmental Health, residents, and their representatives if your premises are in a noise sensitive area and you have not taken noise and vibration into consideration.

You should not only consider noise from amplified music but nuisance from many other sources such as customers using external areas, smoking areas, play areas, vehicles/car parks, kitchens/extraction systems, waste removal/bottle disposal, deliveries, litter and lighting.

There will be certain measures you can introduced to help prevent public nuisance, and early engagement with residents and local area representatives may help you to understand any concerns.

Applicants are advised of the Clean Neighbourhoods and Environment Act 2005 which has amended the Noise Act 1996 to introduce “night noise offences” for licensed premises and The Fireworks Regulations 2004.

Suggested measures	Code	<input checked="" type="checkbox"/>
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.	9PF078	<input type="checkbox"/>
Noise from a licensable activity at the premises shall be inaudible at the nearest noise sensitive properties.	9PF079	<input type="checkbox"/>
Noise from a licensable activity at the premises shall be inaudible inside noise sensitive properties after 23:00 with windows open in a manner for typical ventilation.	9PF080	<input type="checkbox"/>
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.	9PF081	<input type="checkbox"/>
Speakers shall not be in external areas of the premises or in entrance lobbies which open directly onto external areas.	9PF082	<input type="checkbox"/>
Bottles shall not be placed in any external receptacle between 23:00 and 07:00 hours.	9PF083	<input type="checkbox"/>
No deliveries to the premises shall take place between 23:00 and 07:00 hours.	9PF084	<input type="checkbox"/>
Noise from plant or machinery operating at the licensed premises shall be inaudible at the nearest noise sensitive premises. Plant and machinery shall be regularly serviced and maintained to meet this level.	9PF085	<input type="checkbox"/>
Queues shall be arranged to keep noise and obstructions away from residential properties.	9PF086	<input type="checkbox"/>
The premises licence holder/designated premises supervisor shall ensure patrons use beer gardens, external areas and play areas in a manner which does not cause disturbance to residents and business in the vicinity.	9PF087	<input type="checkbox"/>

Patrons shall not use external areas other than for smoking after 21:00hrs / 22:00hrs / 23:00hrs (delete as required). External areas shall be monitored after this time and patrons reminded to refrain from shouting and anti-social behaviour.	9PF088	<input type="checkbox"/>
A designated smoking area shall be provided at a location furthest away from residential properties.	9PF089	<input type="checkbox"/>

## Dispersal

<p>Depending where your premises are located and the closing time you may consider additional measures to reduce impact on the area.</p> <p>You could consider a cooling down period that allows customers to remain on your premises for a time after the bar has closed. During this time volume can be reduced to aid gradual dispersal.</p> <p>You could explore having arrangements with a local taxi firm with a dedicated phone line, deploy security staff to external areas until such time all customers have left the area, and display 'polite notices'.</p>
--

Suggested measures	Code	<input checked="" type="checkbox"/>
There shall be a cooling down period where music volume is reduced towards the closing time of the premises.	9PF090	<input type="checkbox"/>
Security staff shall be deployed to external areas of the premises until such time that all customers have left the area.	9PF091	<input type="checkbox"/>
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	<input type="checkbox"/>
A telephone communication link to private hire/hackney carriage services shall be available for customer use.	9PF093	<input type="checkbox"/>
Polite notices shall be displayed at exits and external areas reminding customers to refrain from shouting and antisocial behaviour.	9PF094	<input type="checkbox"/>

## Litter

<p>Litter brings a negative impact for the area and the environment. To help reduce this you could consider supplying bins and recycling facilities, especially if you are operating a food/drink takeaway service. Smoking shelters or areas where customers chose to stand, and smoke should be provided with receptacles for the safe disposal of cigarette ends and packaging.</p> <p>Any bin store should be kept tidy and regularly emptied to prevent spillage onto the street and odours. The external areas of your premises should be monitored for discarded litter, and regular litter patrols held if appropriate.</p> <p>Advertisements/leaflets should be handed out or delivered in a responsible manner to prevent littering of the streets. NB: If you are handing out leaflets on the public highway you may require an additional licence from Leeds City Council.</p>
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Suggested measures	Code	<input checked="" type="checkbox"/>
Litter bins shall be available for customer use outside the premises.	9PF095	<input type="checkbox"/>
The licence holder/designated premises supervisor shall provide litter patrols and litter generated by customers shall be cleared away regularly.	9PF096	<input checked="" type="checkbox"/>
Advertisements and leaflets associated with the premises shall be handed out in a manner to prevent littering, and any discarded material shall be cleared away.	9PF097	<input checked="" type="checkbox"/>

## The Protection of Children from Harm

Under the Licensing Act it is unlawful for a premise licence holder to allow any unaccompanied child under the age of 16 to be present on licensed premises which are **exclusively or primarily** used for the supply and consumption of alcohol on the premises. This applies to premises operating under a premises licence, club premises certificate or a temporary event notice.

You will need to consider child protection measures unless you are to restrict entry to people of 18 years and over. Even then you should have an age verification policy to ensure that people under 18 years do not gain admittance.

Even if children are to be accompanied by a responsible adult, you will need to consider welfare provisions for children, should for example they become unwell or lost.

Children and young people are defined as those under 18 years of age.

For performances involving children and young people there is separate legislation that controls the special measures that should be put in place when in these circumstances and if this applies to your event you should contact Leeds City Council's Child Employment & Entertainment Team for further advice.

### Sales of Alcohol

Will the primary use of the premises be the sale or supply of alcohol? If so, you should in the first instance consider if you want to allow children and young people to be admitted onto your premises. You should have a proof of age scheme in place, as this is mandatory, but the type of scheme you adopt is your choice. See the section above under Crime and Disorder.

Suggested measures	Code	<input checked="" type="checkbox"/>
<b>Option 1 (under 18s not allowed)</b>		
People under 18 years of age shall not be admitted to the premises.	9PF098	<input type="checkbox"/>
The premises licence holder/designated premises supervisor shall have an age verification policy to prevent children and young people from entering the premises.	9PF099	<input type="checkbox"/>

<b>Option 2 (under 18s allowed)</b>		
Children and young people under 18 years of age shall only be allowed on the premises in the company of an adult.	9PF100	<input type="checkbox"/>
Children under 16 years of age shall only be allowed on the premises in the company of an adult. (Please also refer to section below)	9PF101	<input type="checkbox"/>
Children under 14 years of age shall only be allowed on the premises in the company of an adult. (Please also refer to section below)	9PF102	<input type="checkbox"/>
The premises licence holder/designated premises supervisor shall have a have a children and young people welfare policy to include procedures for dealing with distressed and lost children and young people, systems to monitor, detect and report any welfare or safeguarding concerns. All security staff, stewards, employees, and volunteers shall be trained in this policy.	9PF103	<input type="checkbox"/>

<b>Suggested measures</b>	<b>Code</b>	<input checked="" type="checkbox"/>
The premises licence holder/designated premises supervisor shall have a risk assessment for when unaccompanied children or young people are to use the licensed premises. The risk assessment shall identify an adequate number of adult supervisors to provide care for unaccompanied children or young people.	9PF104	<input type="checkbox"/>
The premises licence holder shall have a policy to safeguard children and young people in case of an incident or emergency evacuation. All security staff, stewards, employees and volunteers shall be trained in this policy.	9PF105	<input type="checkbox"/>
The premises licence holder/designated premises supervisor shall perform the necessary background checks including relevant police checks on all potential staff and volunteers before offering them employment.	9PF106	<input type="checkbox"/>
The premises licence holder/designated premises supervisor shall report any child related concerns to the police they have about potential staff, existing staff, volunteers and customers.	9PF107	<input type="checkbox"/>
No child will be allowed to occupy the front row of any balcony gallery or tier, unless accompanied by an adult with the capacity to supervise the numbers of children and young people in their party. Close attention will be paid to the use of balconies and other raised areas.	9PF108	<input type="checkbox"/>
The premises licence holder/designated premises supervisor shall ensure that special effects to be used as part of a performance are suitable for use in the presence of children and young people.	9PF109	<input type="checkbox"/>
Staff shall be deployed on exit doors and within the vicinity of the premises to ensure the safe dispersal of children and young people. The premises will not close until all children and young people have left the area.	9PF110	<input type="checkbox"/>
The premises licence holder/designated premises supervisor shall follow available children protection guidance issued by Leeds City Council, Department of Social Services.	9PF111	<input type="checkbox"/>
The premises licence holder/designated premises supervisor shall liaise with any adult orientated premises close to the premises which are at risk of admitting underage children.	9PF112	<input type="checkbox"/>

## Gaming and Gambling Activities

If you intend to have gaming machines on your premises, then you shall also require a licensed premises/club premises gaming machine permit from the licensing authority. Gaming machines must be positioned so that they are capable of being always supervised.

If you are intending to have other gambling activities such as race nights, poker, roulette, casino nights and bingo, then you should check that these are held in accordance with the Gambling Act 2005 and whether any form of licence under the Gambling Act 2005 is required.

Gambling activities may be non-commercial/equal chance gaming and exempt from licence requirements, but limits on stakes, prizes and frequency must be observed.

Further information can be obtained from: [Gambling Commission website - Gambling Commission](https://www.gamblingcommission.gov.uk)  
<https://www.gamblingcommission.gov.uk>

Suggested measures	Code	<input checked="" type="checkbox"/>
Gaming machines shall be positioned so they can be adequately supervised at all times, and people under 18years of age prevented from using the machines.	9PF113	<input type="checkbox"/>
A proof of age scheme shall be applied to people taking part in gaming activities.	9PF114	<input type="checkbox"/>

## Adult Entertainment

If you plan to provide entertainment of an adult nature, i.e. comedy nights containing strong or offensive language, or the showing of '18' films, then you should consider measures to protect children/young people from exposure to any of its content, and to prevent causing offence to passers-by.

Suggested measures	Code	<input checked="" type="checkbox"/>
People under 18years (including staff) shall not be admitted to the premises when entertainment of an adult nature is taking place.	9PF115	<input type="checkbox"/>
Clear signage shall be provided stating that entertainment of an adult nature is occurring which is not suitable for people under 18years of age.	9PF116	<input type="checkbox"/>
Staff shall be deployed at entrance doors to prevent entry of people under 18years and to conduct age verification checks.	9PF117	<input type="checkbox"/>
Advertising material shall not contain photographs or references of an adult nature or suggest that striptease or similar entertainment takes place on the premises.	9PF118	<input type="checkbox"/>
Performances shall not be viewable or audible from the outside of the premises.	9PF119	<input type="checkbox"/>

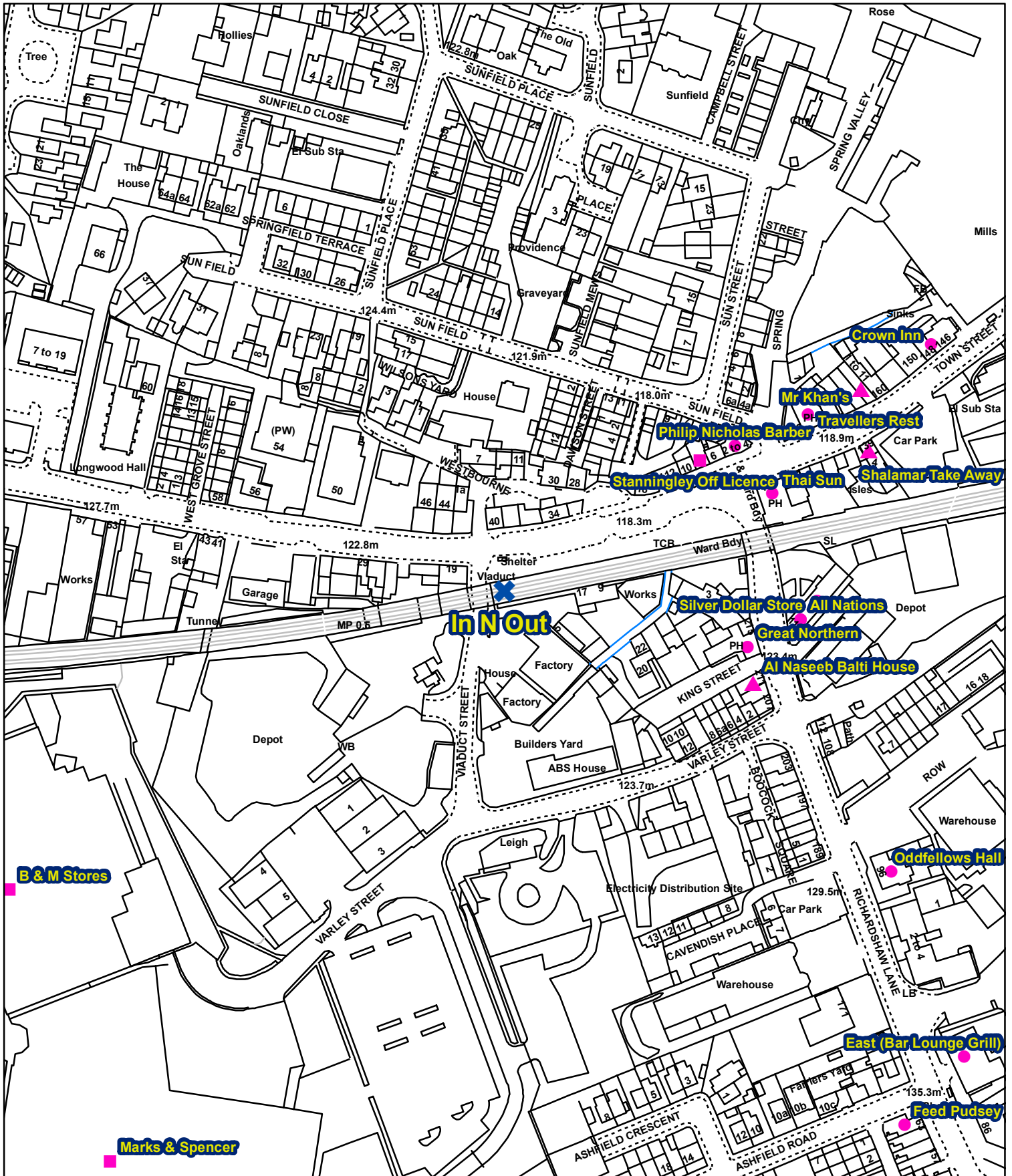


## Entertainment of a Sexual Nature e.g. Strip Tease Dancing or Nude Dancing

If you plan to provide adult entertainment in the form of strip tease or nude dancing your application will receive extra scrutiny and is likely to attract representations unless measures are put in place to protect performers, customers, children/young people, and avoid offence to the public. 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	<input checked="" type="checkbox"/>
Entertainers shall be 18years and older.	9PF120	<input type="checkbox"/>
Price lists shall be clearly displayed at each table and at each entrance to the premises.	9PF121	<input type="checkbox"/>
Entertainers shall only be present in the licensed area in a state of nudity when they are performing on stage or providing a private dance.	9PF122	<input type="checkbox"/>
Any person on the premises who can be observed from outside the premises shall be properly and decently dressed.	9PF123	<input type="checkbox"/>
Entertainers shall only perform on the stage area, or in areas identified on the plan attached to the licence.	9PF124	<input type="checkbox"/>
Relevant entertainment will only be performed by the entertainer. There must be no audience participation. There shall be no physical contact between entertainers.	9PF125	<input type="checkbox"/>
Customers shall not be permitted to touch the breasts or genital area of entertainers. Entertainers will not directly or indirectly touch the breasts or genital area of customers.	9PF126	<input type="checkbox"/>
Any performance is restricted to dancing and the removal of clothing. There shall not be any other form of sexual activity or stimulation which, for the avoidance of doubt, includes kissing.	9PF127	<input type="checkbox"/>
Sex toys shall not be used and penetration of the genital area by any means shall not take place.	9PF128	<input type="checkbox"/>
Customers shall not be permitted to throw money at the entertainers.	9PF129	<input type="checkbox"/>
All areas used for private dances must be visible to supervision and shall not have closing doors or curtains that prevent performances from being observed.	9PF130	<input type="checkbox"/>
All areas used for private dances when in use shall be directly supervised by either SIA registered security personnel, or a member of staff who has direct contact with the SIA registered security personnel working at the premises. Direct supervision does not include remote supervision by CCTV.	9PF131	<input type="checkbox"/>
Any written, visual or auditory advertisement material, posters, signage or window display shall not be of a sexually explicit or suggestive nature, shall not contain images or text of a sexually explicit, obscene or offensive nature and must be approved by the council in writing.	9PF132	<input type="checkbox"/>

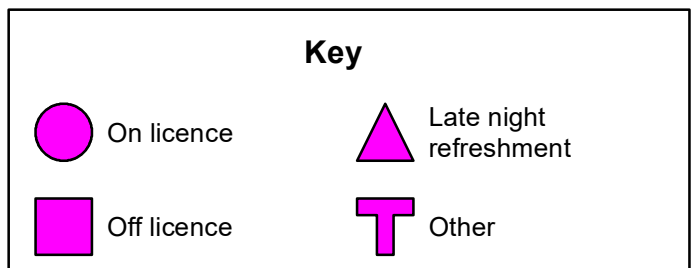
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This map is based upon the Ordnance Survey's digital data with the permission of the Ordnance Survey on behalf of the controller of Her Majesty's Stationary Office

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**From:** [Chari, Hughin](#)  
**To:** [moh.doski](#)  
**Cc:** [Entertainment Licensing; Musson, Martyn](#)  
**Subject:** RE: new premises licence application for 17 Bradford Road, Stunningley PREM/05111/001  
**Date:** 17 July 2023 10:38:01  
**Attachments:** [no objection to 17 bradford road.rtf](#)

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Good morning,

As the applicant accepted our proposed conditions and changes to the initially requested time to operate till 4am on Friday and Saturday to operating till midnight on both days, please find attached a copy of the no objection letter for new premises licence application PREM/05111/001.

Kind regards  
Eugene Chari  
Senior Technical Officer

Leeds City Council  
Environmental Health Services  
Millshaw Parkway  
Leeds  
LS11 OLS  
0113 37 89367

---

**From:** moh doski [REDACTED]  
**Sent:** 14 July 2023 14:45  
**To:** Chari, Hughin [REDACTED]  
**Subject:** Re: new premises licence application for 17 Bradford Road, Stunningley

Good afternoon Eugene,

Hope you're well. I can confirm that we are changing the initial request to be open from 7am-12midnight on Fridays & Saturdays. Notices regarding antisocial behaviours will be posted at the entrance/exit as a reminder to customers.

As we have agreed to the new times, does this mean the notice period that was due to end on 17th July is still valid and we will be able to trade?

Best wishes,

Mohammed

On Thu, 13 Jul 2023 at 9:03 am, Chari, Hughin [REDACTED] wrote:

Good morning Mohammed,

Following our call this morning, can I just ask you to confirm the following:

1. You're changing the initial request to be open from 7am - 4am Friday and Saturday to 7am - 12midnight.
2. Polite notices shall be displayed at exits and external areas reminding customers to refrain from shouting and antisocial behaviour.

Could you please respond with your confirmation to this email and copy licensing into the email as well.

Kind regards  
Eugene Chari  
Senior Technical Officer

Leeds City Council  
Environmental Health Services  
[Millshaw Parkway](#)  
[Leeds](#)  
[LS11](#) OLS  
0113 37 89367

---

**From:** moh doski [REDACTED]  
**Sent:** 06 July 2023 11:23  
**To:** Chari, Hughin [REDACTED]  
**Subject:** Re: new premises licence application for 17 Bradford Road, Stunningley

Good morning Eugene,

Apologies my business phone is in repair. Please contact me on my personal number on 07481972101.

Thank you and I look forward to hearing from you.

Kind regards,

Mo

On Thu, 6 Jul 2023 at 9:03 am, Chari, Hughin [REDACTED] wrote:

Good morning,

I tried contacting you re the above new premises licence application. Could you please let me know the best time to contact you to discuss your application further.

Kind regards  
Eugene Chari  
Senior Technical Officer

Leeds City Council  
Environmental Health Services  
Seacroft Ring Road Depot

Leeds  
LS14 1NZ  
0113 37 89367

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**NOT PROTECTIVELY MARKED**

***Leeds District Licensing Department***

**Leeds District Licensing Department**

West Yorkshire Police,  
Leeds District Headquarters,  
Elland Road,  
Leeds  
LS11 8BU

Tel:

Mob:

Email:

Your ref:

Our ref:

6<sup>th</sup> July 2023

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

**Cc: Mohammed Doski, 17 Stainbeck Road, Leeds, LS7 2QY**

**RE: In 'N' Out, 17 Bradford Road, Stanningley, LS28 6AT**

**APPLICATION FOR A PREMISES LICENCE – LICENSING ACT 2003:  
POLICE – LETTER OF REPRESENTATION – 'QUALIFIED' OBJECTION:**

West Yorkshire Police are of the opinion that the application contains insufficient information about how the applicant intends to meet the licensing objectives.

We therefore confirm that we are submitting a formal representation against the application on the grounds of:-

1. the prevention of crime & disorder
2. public safety

**NOT PROTECTIVELY MARKED**

# NOT PROTECTIVELY MARKED

However, we are of the opinion that the licensing objectives could be met should the applicant be prepared to incorporate certain identified measures within their operating schedule as additional conditions.

Please find enclosed a document which at **Part 1** contains the suggested measures which this authority considers are proportionate and appropriate to the nature of the application.

Should the applicant agree with the suggested measures then they should signify this by completing and signing **Part 2** of the enclosed form and return the complete document to this office as soon as possible.

Upon receipt of their consent at **Part 2**, it will be taken that the applicant signify their wishes for the licensing authority to amend their operating schedule to incorporate the proposed measures as conditions.

Alternatively, should the applicant disagree with the proposed measures, then they should complete **Part 3** and again return the complete document to this office as soon as possible.

---

## **PART 1 - to be completed by the Responsible Authority:**

**West Yorkshire Police** propose the following control measures / conditions under the Licensing Act 2003 (in **addition** to those that the applicant may have already offered), for the premises:-

**In 'N' Out, 17 Bradford Road, Stanningley, LS28 6AT**

Having considered the application under the Licensing Act 2003 for the above premises, West Yorkshire Police considers that the following measures are relevant, proportionate and necessary in order to promote the following licensing objectives:-

- the prevention of crime & disorder
- public safety

The premises will only use an external service window hatch after 2300 hrs.

The premises will be well illuminated at all times it is open to the public.

Weekly checks of the CCTV system shall be recorded in a register and made available immediately for inspection upon the request of an officer of a responsible authority.

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

Staff training around licensable activities will be conducted at regular intervals. Records will be signed and dated by staff and retained for a period of 12 months. These records will be made available immediately for inspection upon the request of an officer of a responsible authority.


NOT PROTECTIVELY MARKED

## NOT PROTECTIVELY MARKED

West Yorkshire Police are satisfied that the proposed measures are not adequately dealt with by other legislation.

By signing the declaration enclosed overleaf at **Part 2**, the applicant agrees to incorporate the proposed measures as conditions within the Operating Schedule for the said premises.

Upon the satisfactory completion of the declaration, West Yorkshire Police will provide notice to the Licensing Authority that our representation is withdrawn in accordance with schedule 10(a) of the Licensing Act 2003 (Hearings) Regulations 2005.

 Sarah Blenkhorn  
Leeds District Licensing Officer

NOT PROTECTIVELY MARKED

**NOT PROTECTIVELY MARKED**

**PART 2 – to be completed by the applicant or applicant’s representative:**

Consent for all proposed control measures / conditions under the Licensing Act 2003.

Name & Address of Premises:

**In ‘N’ Out, 17 Bradford Road, Stanningley, LS28 6AT**

**[REDACTED]** .....

confirm that I am the applicant’s representative for the premises as stated above.

In signing this document-:

- I agree with the measures proposed by West Yorkshire Police,
- I provide our consent for the Licensing Authority to incorporate the said measures into the operating schedule for the stated premises as conditions, and furthermore,
- I confirm the premises will then operate in accordance with those conditions agreed to.

**Signed:** **[REDACTED]**

**Dated:** **[REDACTED]**

# Objection 1

**From:** [Musson, Martyn](#)  
**To:** [Musson, Martyn](#)  
**Subject:** FW: PREM/05111/001 | Premises Licence - New Application | Open for Consultation | 17 Bradford Road Stanningley Pudsey LS28 6AT  
**Date:** 26 June 2023 11:12:19

---

**From:** [REDACTED] **On Behalf Of** Carter, Cllr Andrew  
**Sent:** 23 June 2023 16:43  
**To:** Entertainment Licensing <[Entertainment.Licen@leeds.gov.uk](mailto:Entertainment.Licen@leeds.gov.uk)>  
**Subject:** PREM/05111/001 | Premises Licence - New Application | Open for Consultation | 17 Bradford Road Stanningley Pudsey LS28 6AT

Dear Officers,

I wish to object to the above Licensing Application for the following reasons:

## **Public Safety/Prevention of Crime and Disorder/Prevention of Public Nuisance**

The premises are close to residential streets that are used as a route through to Westroyd Park and Hainsworth Park. The proposed trading hours of 8 a.m. to 11 p.m. Sunday to Thursday, and 8 a.m. to 4 a.m. Friday are likely to cause increased footfall through the residential streets during the night and into the early hours by people looking to congregate in the Park and consume alcohol.

There will be increased noise nuisance and anti-social behaviour, plus an increase in traffic movement during the early hours of the morning in what is a residential area.

The shop has no off street parking, and has a bus stop located immediately outside, which encourages customers to drive up and park on the pavement when visiting the shop. If the business were to remain open until 4 a.m. then such parking would extend throughout the night.

It is alleged that the shop owner has suggested his reason for wanting the extended hours is due to the shop's proximity to the motorway. If vehicles were encouraged to come off the Stanningley Bypass to purchase alcohol and other goods, this would cause further traffic on a road where speeding and poor driver behaviour is already an issue.

## **Protection of Children from Harm**

-

A number of young children live in the surrounding streets and could be subjected to inappropriate language and sleep disturbance if the premises attract late night drinkers. Groups already congregate around the bus stop outside the premises, and under the nearby viaduct. Increasing the licensing hours will also increase the potential for anti-social behaviour.

Can you please take these points into consideration when looking at this application.

Councillor Andrew Carter CBE  
 Calverley & Farsley Ward  
 [REDACTED]

[REDACTED]  
[REDACTED]

Sent on behalf of Cllr Carter by [REDACTED]

I handle personal information in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). For a copy of my updated privacy notice or for further information, please click here or contact me.

---

**Shared Lives week is happening on 26th – 30th June 2023! Join us on Twitter @LCCSharedLives to find out more about the service.**

Shared Lives carers provide care in their own homes. It can be for a few hours, overnight, or even a couple of weeks. Find out more about a rewarding role as a Shared Lives carer: [www.leeds.gov.uk/sharedlives](http://www.leeds.gov.uk/sharedlives).

**From:** [REDACTED] on behalf of [Carter, Cllr Andrew](#)  
**To:** [Entertainment Licensing](#)  
**Cc:** [Carter, Cllr Amanda](#)  
**Subject:** PREM/05111/001 | Premises Licence - New Application | 17 Bradford Road Stanningley Pudsey LS28 6AT  
**Date:** 30 June 2023 15:50:26

---

Good afternoon,

We wish to object to the hours requested, with reference to the premises licence for 17 Bradford Road Stanningley Pudsey LS28 6AT. The operating hours are massively excessive and will undoubtedly lead to anti-social behaviour and disturbance to the residential amenity of local residents. We are also supportive of residents' objections which have already been sent to you.

Regards,

Cllr Andrew Carter CBE  
Calverley & Farsley Ward

[REDACTED]

I handle personal information in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). For a copy of my updated privacy notice or for further information, please [click here](#) or contact me.

---

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# Objection 2

**From:** [Carlill, Cllr Peter](#)  
**To:** [Musson, Martyn](#)  
**Subject:** Objection to Licensing Application PREM/05111/001  
**Date:** 26 June 2023 17:55:18

---

Dear Martyn,

I would like to strongly object to application PREM/05111/001 - specifically the hours of the application on a weekend.

I have no issue with the opening of a shop in this location, but the application seeks to sell alcohol until 4am on a Friday and Saturday which I believe to be unacceptable in this location.

The area is essentially a small shopping parade in the middle of a quiet residential area, with most of the businesses open only in the day, apart from one off-licence that closes at 10pm.

This licence would I believe be the latest license available for some distance from this location. I am concerned it would therefore attract a significant number of visitors from a wide area to buy alcohol late at night, leading to increased noise nuisance through increased vehicle movements through the area, car doors, car radios conversation of visitors outside etc.

There is very little parking outside the shop, and I would be concerned that visitors would pull up in unsuitable locations, on the pavement or on the double-yellow lines. The nearby junction already has road safety concerns that this could exacerbate.

I am also concerned it could lead to street drinking and people congregating outside the shop and under the adjacent arches after all other licensed premises within the area have closed, leading to noise nuisance, litter and broken glass, as well as the possibility of bringing anti-social behaviour to the area. There are already concerns about anti-social behaviour in nearby centres, and this could be a magnet to attract people to this otherwise quiet residential location.


As this would be the latest license available for some distance, it could also increase issues similar to the above in nearby areas such as local parks and centres through the availability of alcohol into the early hours.

I hope these points are taken on board during consideration of the application,


Many thanks

Peter

Peter Carlill  
Councillor for Calverley and Farsley Ward  
Labour and Co-operative Party







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# Objection 3

## **Opposition to PREM/05111/001 | Premises Licence - New Application | 17 Bradford Road Stanningley Pudsey LS28 6AT**

I strongly oppose the granting of this licence on the grounds that the proposed operating hours are likely to significantly increase crime and disorder offences, create greater public nuisance problems and threaten public safety in the area.

Serving alcohol until 4am on a weekend is unreasonable and unnecessary. It will have a detrimental effect on the health and wellbeing of local residents, negatively impact public safety and put the security of businesses and homes in the area at increased risk. I can see no reason how a licence beyond 11pm can be approved.

### **The prevention of crime and disorder**

The operating hours in the application significantly exceed those of similar shops in the locality and surrounding area. This will only lead to problem drinking and all the incidents that come with it. Other nearby licensed establishments have more reasonable opening hours, in line with the sensible approach that has seen this area largely free from incidents over the years.

These proposed hours of operation will only encourage problem drinking, increase antisocial behaviour issues, and attract problematic individuals to the area. We've seen this impact in areas like nearby Armley, which has a significant challenge with problem drinkers travelling from outside of the area, many from the city centre, to access cheap and readily available alcohol. There appear to be no additional measures demonstrated in the application that would limit this potential impact, with standard measures presumably only extending to enforcing no sale to under-18s and providing CCTV on the premises. I can see no satisfactory consideration from the applicant about how the hours of operation will impact the local community.

In addition, any demand for long opening hours and late-night alcohol is already covered by the Asda at Owlcotes, which is only a two-minute drive from the applicant's premises and located away from residential areas. I can find no other similar business licensed later than 11pm in this ward, or the surrounding areas. The nearest similar establishment is less than 50m away - it is licensed until 10pm. The applicant's other premises, located less than half a mile away in Farsley, is licensed until 11pm. It is in a similarly residential area. Away from the obvious public safety concerns, there is simply no need - or precedent - for such a late licence.

Anti-social behaviour and dangerous road use are well-documented problems further up Bradford Road, particularly into Thornbury. These operating hours will only encourage these types of individuals further down the road, where they are likely to congregate outside the premises. This will lead to noise from groups of people gathering at the bottom of the road and under the viaduct, as well as littering, and anti-social behaviour near homes. There is a general problem all along Bradford Road with speeding quad bikes and off-road vehicles, especially in the summer months. Again, these opening hours are likely to exacerbate the issue, encouraging increased road use and traffic throughout the night.

Away from the residential concerns, there are several small businesses nearby. None of these premises has similar operating hours to the applicants. Allowing people to congregate near these businesses into the early hours - under the guise of visiting an off licence - will undoubtedly raise substantial security concerns for business owners, particularly those which store high-value products on premises - i.e. automobiles and computing.

### **The prevention of public nuisance**

It's important to note this is predominantly a residential area. There are dozens of houses within a 100m radius. While the immediate neighbour may be a commercial property, there are also several residential properties less than 5m away. The applicant has given little thought to this, or how their licensing application will affect the properties in the immediate vicinity.

It is a quiet residential area that happens to be located near a busy road. A regular, consistent stream of traffic throughout the day is one thing, increased traffic, unnecessary noise and disturbance until 4am on a weekend is another. Additionally, there are already traffic calming measures in place on this section of the road - these opening hours will only hinder those measures.

With a bus stop also located directly outside the premises, this further adds to the potential for public nuisance. Bus stops and off-licences nearby are regularly a catalyst for antisocial behaviour - just up the road at Pudsey bus station, for example, we've seen that impact with the enforced 6pm closure of the waiting rooms as a result of this. Residents must be able to feel safe where they live, and the prevalence of street drinking, crime, and anti-social behaviour is only heightened by the late-night availability of cheap alcohol.

### **Public safety**

The location of the premises has significant potential to be problematic for public safety. It is a dimly lit area, sheltered by a railway viaduct. There are a number of dark side streets nearby and rear access to the neighbouring commercial premises.

Based on all points already outlined above, people will feel uncomfortable walking near this area if this licence was granted, especially into the evening and late at night. So will individuals using the bus stop directly in front of the shop.

More practically, the premises are located on a regular route for parents taking children to primary school. While scenes of antisocial behaviour, drinking and crime are unlikely at these times, it is unfair to subject children to the often unconsidered consequences of late-night drinking, such as litter, broken glass, vomit and public urination.

Over the road from the premises, Westbourne Place is an unadopted road with many residential properties and poor lighting. Residents range from elderly individuals to young professionals and families. It is hidden from the main road and is regularly used as a cut-through for

pedestrians, including school children. It can sometimes be a gathering point for children, looking to engage is nothing more sinister than hanging around, smoking or vaping out of public view. This can be enough of a nuisance for residents during daylight hours. It must not become a place for problem drinking, loitering and antisocial behaviour. A 4 a.m. licence makes this a considerable possibility and a danger to personal safety and property alike.

### **An ill-considered application**

I would have had little objection to a sensible application in line with the hours of similar shops in the locality and surrounding area. But the applicant has shown little consideration - and respect - for the local community. At best it is naive, at worst it is opportunistic and an attempt to capitalise on a problematic drinking culture in nearby locales.

This is an area with a historically low crime rate, which borders others much more impacted by antisocial behaviour, nuisance noise, problem drinking, and other challenges. The granting of this licence will do nothing but turn the area into a magnet for antisocial behaviour. It worries me greatly that this appears to have not been fully thought through by the applicant. Or that there has been no consultation with residents beforehand.

While I don't think the area needs another off licence, I am not opposed to the principle - whether it succeeds or not is entirely up to customer demand. What I am opposed to, however, is an application with little thought given to how it might negatively affect the local community.

**From:** [REDACTED]  
**To:** [Entertainment Licensing](#)  
**Subject:** Objection to application PREM/05111/001 (17 Bradford Road Stanningley Pudsey LS28 6AT)  
**Date:** 30 June 2023 11:45:46  
**Attachments:** [Objection to licensing application.docx](#)

---

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Hi,

I am writing to strongly object to the application PREM/05111/001, specifically in relation to the hours of operation on a weekend. I am objecting on the grounds that the proposed operating hours are likely to significantly increase crime and disorder offences, create greater public nuisance problems and threaten public safety in the area.

This application is a great concern to me, my family and the surrounding residents, and I can see it has also become an [issue of concern for local councillors](#).

I have tried to submit my full representation through the online portal this morning, but it didn't appear to be working, so I have attached it here.

If there is any other information you require, please do let me know.

Thanks,

[REDACTED]

--

[REDACTED]

[REDACTED]

[REDACTED]



# Objection 4

## **Opposition to PREM/05111/001 | Premises Licence - New Application | 17 Bradford Road Stanningley Pudsey LS28 6AT**

I am writing to object to the alcohol licence application for In N Out at 17 Bradford Road.

I have serious concerns that the granting of this licence will have a negative effect on crime and disorder, public nuisance problems and public safety in the area.

A licence until 4 a.m. on the weekend will only encourage problem drinking, increase antisocial behaviour issues, and attract trouble to the area. There are already plenty of off licences and alcohol retailers in the area, yet none are open beyond 11pm. The nearest similar business, for example, only sells alcohol until 10pm. For those that need alcohol after this time, the Asda at Owlcotes is nearby and away from houses and local businesses.

This is a quiet area that has had very little problem with crime or public disorder. A late night alcohol licence is highly likely to change that. Residents deserve to feel safe where they live and free from public disturbance.

I strongly object to the application, and believe these hours of operation would be detrimental to the health and wellbeing of residents, public safety and the security of businesses in the area.

**From:** [REDACTED]  
**To:** [Entertainment Licensing](#)  
**Subject:** Re: PREM/05111/001 | Bradford Road Off Licence | New Premises Licence Application | Invalid Application  
**Date:** 30 June 2023 12:22:16  
**Attachments:** [Objection to Licensing application PREM\\_05111\\_001 \(17 Bradford Road\).docx](#)

---

Hi Martyn,

I hope you're well.

Please see my representations attached.

I assume now as there have been several objections this will be then be discussed at a hearing?

I would be grateful if you could confirm safe receipt.

Kind regards

[REDACTED]

Sent from my iPhone



# Objection 5

**From:** [REDACTED]  
**To:** [Entertainment Licensing](#)  
**Subject:** Opposition to PREM/05111/001 | Premises Licence - New Application | 17 Bradford Road Stanningley Pudsey LS28 6AT  
**Date:** 30 June 2023 12:32:32

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You don't often get email from [REDACTED]

## **Opposition to PREM/05111/001 | Premises Licence - New Application | 17 Bradford Road Stanningley Pudsey LS28 6AT**

To whom it may concern,

I am writing to object to the alcohol licence application for In N Out at 17 Bradford Road.

The granting of this licence will have a negative effect on crime and disorder, public nuisance, and public safety.

A licence until 4 a.m. on the weekend will only encourage problem drinking, increase antisocial behaviour issues, and attract trouble to the area. There are already plenty of off licences and alcohol retailers in the area, yet none are open beyond 11pm. The nearest similar off license , for example, only sells alcohol until 9pm. For those that need alcohol after this time, the Asda at Owlcotes is nearby and away from houses and local businesses. There is also a 24 hour petrol station 0.5km selling alcohol.

This is a quiet area that has had very little problem with crime or public disorder. A late night alcohol licence is highly likely to change that. Residents deserve to feel safe where they live and free from public disturbance, noise and fear.

I strongly object to the application, and believe these hours of operation would be detrimental to the health and wellbeing of my family, public safety and the security of businesses in the area.

Many thanks

[REDACTED]

# Objection 6

## **Opposition to PREM/05111/001 | Premises Licence - New Application | 17 Bradford Road Stanningley Pudsey LS28 6AT**

I am writing to object to the alcohol licence application for In N Out at 17 Bradford Road.

I have serious concerns that the granting of this licence will have a negative effect on crime and disorder, public nuisance problems and public safety in the area.

A licence until 4 a.m. on the weekend will only encourage problem drinking, increase antisocial behaviour issues, and attract trouble to the area. There are already plenty of off licences and alcohol retailers in the area, yet none are open beyond 11pm. The nearest similar business, for example, only sells alcohol until 10pm. For those that need alcohol after this time, the Asda at Owlcotes is nearby and away from houses and local businesses.

This is a quiet area that has had very little problem with crime or public disorder. A late night alcohol licence is highly likely to change that. Residents deserve to feel safe where they live and free from public disturbance.

I strongly object to the application, and believe these hours of operation would be detrimental to the health and wellbeing of residents, public safety and the security of businesses in the area.

**From:** [Musson, Martyn](#)  
**To:** [Musson, Martyn](#)  
**Subject:** RE: PREM/05111/001 FW: Objection to licensing application  
**Date:** 03 July 2023 09:38:46

---

-----Original Message-----

From: [REDACTED]  
Sent: 30 June 2023 18:11  
To: Entertainment Licensing <Entertainment.Licen@leeds.gov.uk>  
Subject: Objection to licensing application

[You don't often get email from [REDACTED]  
[REDACTED]

# Objection 7

**From:** [planning.comments@leeds.gov.uk](mailto:planning.comments@leeds.gov.uk)  
**To:** [Musson Martyn](#)  
**Subject:** Comments for Licensing Application PREM/05111/001  
**Date:** 03 July 2023 15:54:15

## Comments summary

Dear Sir/Madam,

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 03/07/2023 3:54 PM from [REDACTED]

### Application Summary

Address: 17 Bradford Road Stanningley Pudsey LS28 6AT

Proposal: Premises Licence - New Application

Case Officer: Mr Martyn Musson

[Click for further information](#)

### Customer Details

Name: [REDACTED]

Email: [REDACTED]

Address: [REDACTED]

### Comments Details

Commenter Type: Neighbour response

Stance: Customer objects to the Licensing Application

Reasons for comment:

Comments: 03/07/2023 3:54 PM I strongly oppose the application.

My concerns are increased noise level and traffic and anti-social behaviour. The street that I live on (Westbourne Place) is used as a route to Westroyd and Hainsworth Park and I am concerned by increased footfall along this route during the night and early hours with groups looking to congregate and drink in the park. I have [REDACTED] and many of the neighbours on my street have young children. The shop has a bus stop directly in front of it which is currently used from time to time for groups to gather in and has previously been damaged. The shop is also next to a sheltered and dark tunnel underneath the viaduct that leads to Varley Street which seems an ideal location for groups to congregate.

I am concerned that with all other licensed premises nearby closing at 11pm the next stop for all these people will be at the shop. I am aware of issues that Armley has had with late licensed establishments and do not want to see this replicated in Stanningley which currently has a low crime rate.

I don't think there is a need for the extended opening hours of this shop, Asda which is open until midnight is a short walk away and 2 minute drive, there is a 24-hour jet garage with Londis and a Tesco Express within half a mile and Stanningley off license which only opens until 9pm is across the road.

The shop doesn't have any parking, as it has a bus stop directly in front of it there are double yellow lines in place too and so the owners have been driving up and parking on the pavement and I'm concerned about the safety aspect of this is something that customers in their own cars and taxis also do.

I walk my daughter to the local primary school past this shop and don't want to be confronted by things such as broken glass and litter caused by late night visitors to the shop.



# Objection 8

**From:** [planning.comments@leeds.gov.uk](mailto:planning.comments@leeds.gov.uk)  
**To:** [Musson Martyn](#)  
**Subject:** Comments for Licensing Application PREM/05111/001  
**Date:** 05 July 2023 13:10:38

---

## Comments summary

Dear Sir/Madam,

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 05/07/2023 1:10 PM from [REDACTED]

### Application Summary

Address: 17 Bradford Road Stanningley Pudsey LS28 6AT

Proposal: Premises Licence - New Application

Case Officer: Mr Martyn Musson

[Click for further information](#)

### Customer Details

Name: [REDACTED]

Email: [REDACTED]

Address: [REDACTED]

### Comments Details

Commenter Type: Neighbour response

Stance: Customer objects to the Licensing Application

Reasons for comment:

Comments: 05/07/2023 1:10 PM I am raising a strong objection to this application on the following grounds:

[1] It is unacceptable to sell alcohol until 04:00 hours on Fridays and Saturdays in what is a small parade of shops in a quiet residential area. Most of the businesses in the area open during the day only, or close at 22:00 hours

[2] There are no other premises with such a licence, as far as I am aware, within a short distance. This will, I believe, attract visitors from a wide area to buy alcohol out of hours, thereby leading to increased noise from cars, car doors, music, people talking outside etc.

[3] If this licence is granted, it is highly likely to attract street drinking, groups of people congregating outside the premises, discarded bottles, cans and other rubbish. I am also concerned that there will be anti-social behaviour, noise nuisance and littering

[4] There is little parking available outside or near the premises, and it is situated near a small junction which is already used as a rat run by cars, some driving over the speed limit. This will no doubt lead to accidents if there are cars parked on double yellow lines, groups of people congregating near the junction where cars cannot see oncoming traffic etc.

[5] Anti-social behaviour has caused concern in a number of areas around this location, and it is a concern that a new off-licence selling alcohol at unsociable hours could attract anti-social behaviour to this area

[6] There is well-documented evidence of the issues caused by late-opening off licences and a quick internet search will reveal the issues that are prevalent when there is such a premises for example, crime, anti-social behaviour and noise pollution



# Objection 9

## Interested Party Representation (Form IPR1)



### Section 1 – Licence application details

Please indicate as appropriate :

- I wish to object to the following application:  
 I wish to support the following application:

Applicant name (if known): MR MOHAMMED DOSKI

Applicant premises name and address: IN 'N' OUT, 17 BRADFORD ROAD

### Section 2 – Your personal details

NB : If you are acting as a representative, please go to Section 3.

Title

Mr  Mrs  Miss  Other

Surname

First name(s)

Address (incl postcode):

Please note that a full copy of your representation (including your name and address) will be sent to the applicant and will be a public document at any hearing of this matter.

Please refer to our Guidance Note – GN-M Guidance on making representations for further information and alternative options.

### Section 3 – Representative details

If you are representing someone else please complete details below

Name of Representative/  
Organisation

Full postal address  
(incl postcode)

Please indicate capacity :

Representative of Residents Association  
 MP  
specify) \_\_\_\_\_

Ward Councillor  
 Trade Association

Parish Council  
 Other (please



**Section 4 – Representation grounds**

The representation is relevant to one or more of the following licensing objectives:

Please tick relevant box(es)

- Prevention of crime and disorder
- Prevention of public nuisance
- Protection of children from harm
- Public safety

Please select :

- I object to the application being granted at all
- I object to the application being granted in its current form\*

\*If you choose this option remember to tell us in the next section what changes you would prefer to see.

The grounds of the representation is based on the following:

PLEASE FIND ATTACHED LETTER.

You need to complete this box as fully as possible. If you do not the Licensing Authority may not be able to assess the relevance of your representation.

Please attach supporting documents/further pages as necessary – please number all additional pages.

Try to be as specific as possible and give examples, e.g. on 1 February I could hear loud music from the premises between 10pm and 1am. I am concerned that if the premises open until 2am this will cause a nuisance to me and other residents of the street.

Signed:



Date: 12/7/23

[REDACTED]

I am concerned that if the premises open until 4am this will cause nuisance and distress to me and other residents of the street, some who have very young children and I have an elderly gentleman who lives next door to me.

I strongly oppose the opening of the convenience store as I feel it will attract crime and nuisance offences. I believe serving alcohol until 4am on a Friday and Saturday is totally unjustified, when Asda is open until 12am which is only 5 minutes away.

I live opposite the premises behind Tranquility and frequently have young people hanging around there and it's a worry so I feel the convenience store will exacerbate this problem and there is already police presence in the area due to nuisance youths.

The parking is bad enough around the area as people seem to think that they can park wherever they want to and I believe the shop will make the situation worse.

I am a vulnerable woman who lives on her own and I suffer with anxiety and can get upset in stressful circumstances.

This is a nice quiet area and I wish it to stay that way, the proprietor doesn't even live locally so I feel he's not taking our feelings into consideration.

Regards

[REDACTED]

**From:** [REDACTED]  
**To:** [Entertainment Licensing](#)  
**Subject:** Opposition to PREM/05111/001 - Premise Licence - New Application 17 Bradford Road  
**Date:** 12 July 2023 16:20:18  
**Attachments:** [REDACTED]

---

You don't often get email from [REDACTED]

Good afternoon

Please find attached my completed form and letter regarding the above application.

If you require further details, please do not heistate in contacting myself.

*Kind Regards,*

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

# Objection 10

## **Opposition to PREM/05111/001 | Premises Licence - New Application | 17 Bradford Road Stanningley Pudsey LS28 6AT**

I am writing to object to the alcohol licence application for In N Out at 17 Bradford Road.

I have serious concerns that the granting of this licence will have a negative effect on crime and disorder, public nuisance problems and public safety in the area.

A licence until 4 a.m. on the weekend will only encourage problem drinking, increase antisocial behaviour issues, and attract trouble to the area. There are already plenty of off licences and alcohol retailers in the area, yet none are open beyond 11pm. The nearest similar business, for example, only sells alcohol until 10pm. For those that need alcohol after this time, the Asda at Owlcotes is nearby and away from houses and local businesses.

This is a quiet area that has had very little problem with crime or public disorder. A late night alcohol licence is highly likely to change that. Residents and business owners, deserve to feel safe where they live and free from public disturbance. I have a business [REDACTED]

My concerns are coming out of work later at night around 10pm. We have in the past had windows smashed with drunken people. We often get bottled left on the window cill. From people calling to the office licences which is down the road. So to make it 4am would make the matter worse.

Also there is the parking issue, me and my customers park outside at night. Someone tried to get into my car late whilst I was in it , at night round the back. So I park at the front.

Also alot of late workers use the bus stop outside the proposed business. Often single ladies their safety needs to be addressed.

I strongly object to the application, and believe these hours of operation would be detrimental to the health and wellbeing of residents, public safety and the security of businesses in the area.

**From:** [REDACTED]  
**To:** [Entertainment Licensing](#)  
**Subject:** 17 Bradford Road, Pudsey, LS28 6DD  
**Date:** 13 July 2023 15:41:53  
**Attachments:** [Objection to Licensing application PRFM\\_05111\\_001 \(17 Bradford Road\).docx](#)

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You don't often get email from [REDACTED] [Learn why this is important](#)

Please find my objection to the above planning attached.

Many Thanks

[REDACTED]

[REDACTED]

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## Issued premises licences and club certificates within an area



### **PREM/04159/006 - B & M Stores, Unit 1 Owlcoates Shopping Centre, Varley Street, Stanningley, Pudsey, LS28 6AR**

Sale by retail of alcohol

Every Day

07:00 - 22:00

### **PREM/04292/005 - B&M, Unit 3, Belgrave Retail Park, Town Street, Stanningley, Pudsey, LS28 6HQ**

Sale by retail of alcohol

Monday to Saturday

08:00 - 20:00

Sunday

10:00 - 16:00

### **PREM/00644/006 - Great Northern, 213 Richardshaw Lane, Stanningley, Pudsey, Leeds, LS28 6AA**

Sale by retail of alcohol

Monday to Thursday

11:00 - 00:00

Friday & Saturday

11:00 - 01:00

Sunday

11:00 - 00:00

Performance of live music

Monday to Friday

15:30 - 23:00

Saturday

12:00 - 23:00

Sunday

12:00 - 22:30

Performance of recorded music

Monday to Friday

15:30 - 23:00

Saturday

12:00 - 23:00

Sunday

12:00 - 22:30

Performance of dance

Monday to Friday

15:30 - 23:00

Saturday

12:00 - 23:00

Sunday

12:00 - 22:30

Entertainment similar to live music, recorded music or dance

Monday to Friday

15:30 - 23:00

Saturday

12:00 - 23:00

Sunday

12:00 - 22:30

### **PREM/00043/004 - Oddfellows Hall, 96 Richardshaw Lane, Stanningley, Pudsey, Leeds, LS28 6BN**

Sale by retail of alcohol

Monday to Saturday

11:00 - 23:00

Sunday

12:00 - 22:30

Performance of recorded music

Every Day

00:00 - 23:59

### **PREM/00371/016 - Asda Supercentre, Owlcoates Shopping Centre, Varley Street, Stanningley, Pudsey, Leeds, LS28 6AN**

Sale by retail of alcohol

Every Day

00:00 - 23:59

Provision of late night refreshment

Every Day 23:00 - 05:00

**PREM/01208/008 - Crown Inn, 146 Town Street, Stanningley, Pudsey, Leeds, LS28 6ER**

Sale by retail of alcohol  
Monday to Thursday 10:00 - 00:00  
Friday & Saturday 10:00 - 01:00  
Sunday 12:00 - 22:30  
Exhibition of a film  
Monday to Thursday 10:00 - 00:00  
Friday & Saturday 10:00 - 01:00  
Sunday 12:00 - 22:30  
Indoor sporting events  
Monday to Thursday 10:00 - 00:00  
Friday & Saturday 10:00 - 01:00  
Sunday 12:00 - 22:30  
Performance of live music  
Monday to Thursday 10:00 - 00:00  
Friday & Saturday 10:00 - 01:00  
Sunday 12:00 - 22:30

**PREM/02355/009 - Europa Filling Station, Town Street, Stanningley, Pudsey, LS28 6HQ**

Sale by retail of alcohol  
Every Day 00:00 - 23:59  
Provision of late night refreshment  
Every Day 23:00 - 05:00

**PREM/04139/007 - Home Bargains, Unit 2, Belgrave Retail Park, Town Street, Stanningley, Pudsey, LS28 6HQ**

Sale by retail of alcohol  
Every Day 08:00 - 22:00

**PREM/04327/002 - All Nations, 2 Oxford Place, Pudsey, LS28 6BN**

Sale by retail of alcohol  
Monday to Thursday 08:00 - 01:30  
Friday & Saturday 08:00 - 03:30  
Sunday 08:00 - 23:30  
Provision of late night refreshment  
Monday to Thursday 23:00 - 01:30  
Friday & Saturday 23:00 - 03:30  
Sunday 23:00 - 23:30  
Performance of live music  
Monday to Thursday 08:00 - 01:30  
Friday & Saturday 08:00 - 03:30  
Sunday 08:00 - 23:30  
Performance of recorded music  
Monday to Thursday 08:00 - 01:30  
Friday & Saturday 08:00 - 03:30  
Sunday 08:00 - 23:30  
Performance of dance  
Monday to Thursday 08:00 - 01:30  
Friday & Saturday 08:00 - 03:30  
Sunday 08:00 - 23:30



**PREM/04626/001 - The Funky Indian Restaurant & Bar, 116 - 118 Richardshaw Lane, Stanningley, Pudsey, LS28 6BN**

Sale by retail of alcohol	
Every Day	09:00 - 00:30
Performance of live music	
Every Day	09:00 - 01:00
Performance of recorded music	
Every Day	09:00 - 01:00

**PREM/04432/001 - Silver Dollar Store, Silver Dollar Micro Bar, 114 Richardshaw Lane, Stanningley, Pudsey, LS28 6BN**

Sale by retail of alcohol	
Monday to Thursday	09:00 - 23:00
Friday & Saturday	09:00 - 01:00
Sunday	09:00 - 23:00
Provision of late night refreshment	
Friday & Saturday	23:00 - 00:00
Performance of live music	
Monday to Thursday	09:00 - 23:00
Friday & Saturday	09:00 - 00:00
Sunday	09:00 - 23:00
Performance of recorded music	
Monday to Thursday	09:00 - 23:00
Friday & Saturday	09:00 - 00:00
Sunday	09:00 - 23:00

**PREM/02625/002 - McDonalds, Owlcotes Centre, Stanningley By-Pass, Pudsey, LS28 6AR**

Provision of late night refreshment	
Every Day	23:00 - 05:00

**PREM/00373/006 - Travellers Rest, 170 Town Street, Stanningley, Pudsey, Leeds, LS28 6ER**

Sale by retail of alcohol	
Monday to Wednesday	10:00 - 00:00
Thursday to Saturday	10:00 - 01:00
Sunday	12:00 - 23:30
Performance of live music	
Monday to Wednesday	10:00 - 00:00
Thursday to Saturday	10:00 - 01:00
Sunday	12:00 - 23:30
Performance of recorded music	
Monday to Wednesday	10:00 - 00:00
Thursday to Saturday	10:00 - 01:00
Sunday	12:00 - 23:30

**PREM/02301/V01 - East (Bar Lounge Grill), Unit 7, Foundry Industrial Estate, Richardshaw Lane, Stanningley, Pudsey, Leeds, LS28 6BN**

Sale by retail of alcohol	
Every Day	11:00 - 00:00
Provision of late night refreshment	
Every Day	23:00 - 00:00
Performance of live music	
Every Day	11:00 - 00:00
Performance of recorded music	

Every Day	11:00 - 00:00
Entertainment similar to live music, recorded music or dance	
Every Day	11:00 - 00:00

**PREM/01385/005 - Thai Sun, 153 Town Street, Stanningley, Pudsey, Leeds, LS28 6ES**

Sale by retail of alcohol	
Monday to Friday	11:00 - 00:00
Saturday	11:00 - 01:00
Sunday	12:00 - 23:00
Performance of live music	
Thursday & Friday	18:00 - 00:00
Saturday	18:00 - 01:00
Sunday	12:00 - 23:00
Performance of recorded music	
Monday to Thursday	11:00 - 00:00
Friday	11:00 - 00:30
Saturday	11:00 - 01:30
Sunday	12:00 - 23:00
Performance of dance	
Monday to Friday	11:00 - 00:00
Saturday	11:00 - 01:00
Sunday	12:00 - 23:00
Entertainment similar to live music, recorded music or dance	
Monday to Thursday	11:00 - 00:00
Friday	11:00 - 00:30
Saturday	11:00 - 01:30
Sunday	12:00 - 23:00

**PREM/02695/001 - Stanningley Off Licence, 8 Bradford Road, Stanningley, Pudsey, LS28 6DD**

Sale by retail of alcohol	
Every Day	06:00 - 22:00

**PREM/02101/001 - Al Naseeb Balti House, 211 Richardshaw Lane, Stanningley, Pudsey, Leeds, LS28 6AA**

Provision of late night refreshment	
Friday & Saturday	23:00 - 01:00
Sunday to Thursday	23:00 - 00:00

**PREM/02186/001 - Mr Khan's, 162 Town Street, Stanningley, Pudsey, Leeds, LS28 6ER**

Provision of late night refreshment	
Monday to Thursday	23:00 - 00:30
Friday & Saturday	23:00 - 03:00
Sunday	23:00 - 01:00