

Details of premises licence

For: Three Legs Hotel



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

Licence number: PREM/01559/009

Premises the licence relates to: Three Legs Hotel, 9 The Headrow, Leeds, LS1 6PU

Date licence first effective: 24 November 2005

Date current version effective from: 9 November 2022

Licensable activities authorised by the licence:

Sale by retail of alcohol

Monday to Wednesday	08:00 - 00:00
Thursday to Saturday	08:00 - 01:00
Sunday	09:00 - 00:00

Provision of late night refreshment

Thursday to Saturday	23:00 - 01:30
Sunday to Wednesday	23:00 - 00:30

Performance of live music

Thursday to Saturday	10:00 - 01:00
Sunday to Wednesday	10:00 - 00:00

Performance of recorded music

Monday to Wednesday	08:00 - 00:00
Thursday to Saturday	08:00 - 01:00
Sunday	09:00 - 00:00

Opening hours of the premises:

Monday to Wednesday	08:00 - 00:30
Thursday to Saturday	08:00 - 01:30
Sunday	09:00 - 00:30

Premises licence holder(s):

Greene King Brewing And Retailing Limited, Westgate Brewery, Bury St Edmunds, Suffolk, IP33 1QT

Designated premises supervisor:

Deborah Fountain

Access to the premises by children

Access to the premises by children is restricted

Annex 1 – Mandatory Conditions

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

In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises -

- a. games or other activities which require or encourage, or are designed to require or encourage individuals to -
 - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - ii. drink as much alcohol as possible (whether within a time limit or otherwise);
 - b. provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - c. provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - d. selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorize anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
 - e. dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
5. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
 6. The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

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

- a. a holographic mark, or
- b. an ultraviolet feature.

7. The responsible person must ensure that -

- a. where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:
 - i. beer or cider: ½ pint;
 - ii. gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - iii. still wine in a glass: 125 ml;
- b. these measures are displayed in a menu; price list or other printed material which is available to customers on the premises; and
- c. where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

8. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

For the purposes of the condition set out in paragraph 1 of this condition -

- a. "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
- b. "permitted price" is the price found by applying the formula $P = D + (D \times V)$ where -
 - i. P is the permitted price,
 - ii. D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - iii. V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- c. "relevant person" means, in relation to premises in respect of which there is in force a premises licence -
 - i. the holder of the premises licence,
 - ii. the designated premises supervisor (if any) in respect of such a licence, or
 - iii. the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- d. "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- e. "value added tax" mean value added tax charged in accordance with the Value Added Tax Act 1994.

Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

1. Sub-paragraph 2 applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
2. The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Embedded Restrictions

9. Alcohol shall not be sold or supplied except during the hours stated on this licence and:
 - a. On Christmas Day, 12 noon to 3 p.m. and 7 p.m. to 10.30 p.m.
 - b. On New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31st December).
10. The above restrictions do not prohibit:
 - a. the taking of the alcohol from the premises, (unless the alcohol is supplied or taken in an open vessel,) during the first thirty minutes after above hours;
 - b. the consumption of the alcohol on the premises by persons taking meals there during the first thirty minutes after the above hours, if the alcohol was supplied for consumption ancillary to those meals.
 - c. consumption of the alcohol on the premises by, or, the taking, sale or supply of alcohol to any person residing in the licensed premises;
 - d. the ordering of alcohol to be consumed off the premises, or the despatch by the vendor of alcohol so ordered;
 - e. the sale of alcohol to a trader or club for the purposes of the trade or club;
 - f. the sale or supply of alcohol to any canteen or mess, being a canteen in which the sale or supply of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of Her Majesty's Naval, Military or Air Forces;
 - g. the taking of alcohol from the premises by a person residing there; or
 - h. the supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense, or the consumption of alcohol by persons so supplied;
 - i. the supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence, or the consumption of liquor so supplied, if the liquor is supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises.
11. Where the number of children attending the entertainment exceeds 100 the licensee shall ensure that the provisions of Section 12 of the Children and Young Persons Act 1933 are complied with.
12. The Licensee shall not permit persons in excess of 100 to enter or occupy any portion of the licensed premises.
13. The Licensee shall ensure that staff are familiar with the maximum capacity of the premises.

14. The Licensee shall display notice containing details as to the maximum capacity figure in a prominent position upon entry to the premises. Where the capacity is divided into separate floors/areas within the premises notice of the appropriate capacity for each floor/area shall also be prominently displayed upon entry to the relevant floor/area.
15. Appropriately trained staff shall be provided to oversee general safety within the premises, and these shall be provided to a minimum number of one member of staff per 250 occupancy or part thereof, in accordance with the occupancy figure as stated on the Public Entertainment Licence.
16. Furthermore, in addition to the above the licensee shall ensure that an appropriately trained member of staff is designated to each emergency exit door to assist in the event of an emergency evacuation.
17. All members of staff shall be instructed in the safety precautions to be observed in the premises as far as those precautions relate to their duties and to the action to be taken by them in the event of fire or emergency.
18. All exits, passages, landings and stairways shall be kept free from obstruction at all times when the premises are used for licensed purposes.
19. A clear unobstructed route leading from each fire exit to a place of safety outside the premises shall be provided and maintained available for use at all times.
20. Every door in the building for use by members of the public going from the auditorium to the outside of the building shall open outwards, unless the Licensing Authority shall have been satisfied that this is impracticable to the circumstances of the particular case, and shall be capable of being opened easily and immediately from the inside, without the use of a key, when required.
21. Where, with the prior consent of the Licensing Authority, doors or gates across exits open inwards, they shall be fastened fully opened so as not to form an obstruction.
22. If security is required for outward opening fire exit doors, then they should be secured with panic bolt or panic latch type fastenings only to the satisfaction of the Licensing and Fire Authority. A conspicuous 'PUSH BAR TO OPEN' sign should be provided immediately above the push bars.
23. Any removable fastenings permitted by the Licensing or Fire Authority for securing exit doors when the public are not on the premises shall be removed before the public are admitted to the premises and shall not be replaced until the public have vacated the building.
24. Illuminated fire exit sign boxes lit by both primary and emergency lighting should be provided above all exits. Illuminated boxes incorporating graphic fire exit symbols, e.g. man moving through open door, should have white symbols on a green background. The size of the exit boxes should be appropriate for the maximum viewing distances involved.
25. Doors and openings other than exits to or from parts of the licensed premises to which the public are admitted shall be provided with notices indicating their uses or shall be marked "Private", and wherever practicable shall be kept secured. Where exit doors are fitted with automatic bolts they shall be clearly indicated with the words "PUSH BAR TO OPEN".
26. Where curtains are provided across an exit doorway they shall be divided at the centre and shall not trail the floor.
27. Except with the consent of the Licensing Authority, bars, wire guards or the like shall not be fitted to windows, nor shall the windows be otherwise obstructed in a manner likely to render them unavailable for the purposes of rescue in case of emergency.
28. The closing of collapsible gates or shutters across exit openings shall be prohibited whilst the public are in the premises.

Conditions consistent with the operating schedule relating to the licensing objectives

The prevention of crime and disorder

34. Adopt the check 21 proof of age scheme in accordance with guidance issued by West Yorkshire Police, or other approved proof of age scheme.
35. Participate in a local pubwatch scheme or licensing association, (where one exists) that is recognised by West Yorkshire Police.
36. Operate an effective CCTV system to be maintained in accordance with guidelines issued by West Yorkshire Police,
37. A zero tolerance towards illegal drugs will be enforced at all times.
38. If a disc jockey is used on any night then he/she will ask customers to leave quietly.
39. All instances of crime and disorder will be reported to the police and will be kept in an incident log book.

Public safety

40. Before opening to the public, checks will be undertaken to ensure all access to the premises are clear for emergency vehicles. Regular checks will be undertaken when the premises is open.
41. Written records of all accidents and safety incidents involving members of the public will be kept. These will be made available at the request of an authorised officer.
42. Regular safety checks of the premises including decorative and functional fixtures, floor surfaces and equipment (including electrical appliances) to which the public may come into contact, must be undertaken. Records of these safety checks must be kept and made available for inspection by an authorised officer.
43. During opening hours the cellar door must be locked or adequately supervised to prevent unauthorised access to the public.
44. Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.
45. Electrical installations will be inspected on a periodic basis (at least every 3 years or at a frequency specified in writing) by a suitably qualified and competent person. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.
46. Regular safety checks of guardings to stairs, balconies, landings and ramps will be undertaken, and a supervision policy will be maintained to prevent people from inappropriate behaviour including climbing which may lead to a fall from height.
47. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.
48. Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scalds or burns to them.
49. A suitably trained First Aider or appointed person will be provided at all times when the premises are open.
50. Adequate and appropriate First Aid equipment and materials will be available on the premises.
51. A procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.

52. Where strobes, lasers, smoke machines, or any other special effects equipment may be used, a written health and safety policy covering all aspects of their use will be provided, and staff will be appropriately trained.
53. No strobes, lasers, smoke machines or any other special effects 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.

The prevention of public nuisance

54. Ensure that no noise nuisance is caused by noise or vibration emanating from the premises.
55. Noise shall be inaudible at the nearest noise sensitive premises after 23:00 hours and when entertainment takes place on a regular basis at all times.
56. Ensure that all licensable activities are conducted and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties.
57. No bottles shall be placed in the external receptacle after 23:00 hours to minimise disturbance to adjoining properties.
58. Clear and legible notices shall be displayed at exits and other circulatory areas requesting patrons to leave the premises having regard to the needs of local residents.
59. A cooling down period with reduced music volume shall be operated before the premises close.
60. Additional patrols will take place by members of staff, internally and externally, to limit any noise pollution when entertainment is being offered within the premises.

Protection of children from harm

61. When children are allowed upon the premises, any entertainment offered within the premises will be suitable for young persons.
62. Children will be required to be supervised by the accompanying adult at all times.
63. A recognised Proof of Age Policy will be enforced.

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

The prevention of crime and disorder

64. A minimum of 2 door staff must be used at the premises to carry out security activities from 19.00 hours till close Friday and Saturday. This will also apply to non-standard timings. At all other times the requirement for security staff will be risk assessed on a day to day basis.
65. CCTV security footage will be made secure and retained for a minimum period of 31 days' time to the satisfaction of the West Yorkshire police.
66. At all times when licensable activities are taking place there shall be a member of staff on duty who is conversant with operating the CCTV system and who is able to download immediately any footage requested by an officer from any of the Responsible Authorities.
67. A Supervisors Register will state the name of the person who is in overall charge of the premises at each time that licensed activities are carried out, and his information will be retained for a period of 12 months and produced for inspection on request to an authorised officer.

68. The Premises License Holder (PLH) / Designated Premises Supervisor (DPS) will ensure that a Daily Record Register is maintained on the premises by the door staff (when door staff are employed).
69. The Daily Record Register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty and finished duty (verified by the individual's signature).
70. The Daily Record Register will be retained on the premises for a period of 12 months from the date of the last entry.
71. The PLH/DPS will ensure that an Incident Report Register is maintained on the premises to record incidents such as antisocial behaviour, admissions refusals and ejections from the premises.
72. The Incident Report Register will contain consecutively numbered pages, the date time and location of the incident, details of the nature of the incident, the names and registration numbers of any door staff involved or to whom the incident was reported, the names and personal license numbers (if any) of any other staff involved or to whom the incident was reported, the names and numbers of any police officers attending, the police incident and/or crime number, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.
73. The Incident Report Register will be produced for inspection and immediately on the request of an authorised officer.
74. A suitable purpose made receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire police.
75. There shall be a communication link via radio to 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-currently Nitenet.
76. Such communication link will be kept in working order at all times when licensable activities are taking place.
77. The communication link will be available to the Designated Purposes Supervisor or other nominated supervisor and be monitored by that person at all times that licensed activities are being carried out.