

Details of premises licence

For: New Middleton



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

Licence number:	PREM/04943/001
Premises the licence relates to:	New Middleton, 4 Thorpe Street, Middleton, Leeds, LS10 4HD
Date licence first effective:	21 July 2022
Date current version effective from:	21 July 2022
Licensable activities authorised by the licence:	
Sale by retail of alcohol Every Day	11:00 - 23:00
Opening hours of the premises:	
Everyday	11:00 - 23:30
Premises licence holder(s):	
Ms Tanya Clowes	
Designated premises supervisor:	
Tanya Clowes	
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.

Annex 2 – Conditions consistent with the operating schedule

Additional details in respect of licensable activities authorised by this licence

Sale by retail of alcohol

Non standard timings: From 11:00 hours on the New Year's Eve until 01:00 hours on New Year's Day.

Opening Hours from 11:00 hours on New Year's Eve until 01:30 hours on New Year's Day.

Conditions consistent with the operating schedule relating to the licensing objectives

General – All four licensing objectives

9. David Jackson will have no day to day involvement in the operation of the premises.
10. David Jackson will not be permitted on to the premises at any time when licensable activities are taking place.

The prevention of crime and disorder

11. The siting and standard of the CCTV system may only be made with the written consent of West Yorkshire Police.
12. Changes to the siting and standard of CCTV systems may only be made with written consent of West Yorkshire Police.
13. A supervisors register will state the name of the person who is in overall charge of the premises at each time licensed activities are carried out, and this information will be retained for a period of twelve months and produced for inspection on request to an authorised officer.
14. The Licensee will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti-social behaviour, and ejections from the premises. The Incident Report Register will contain consecutively numbered pages, the date time and location of the incident, details of the nature of any door staff involved or to whom the incident was reported, the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported, the names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident. The premises licence holder will maintain the Incident Register in either paper or electronic format, it shall be maintained for a period of 12 months and produced for inspection immediately on the request of an authorised officer.
15. The Licensee will inform West Yorkshire Police of any search resulting in a seizure drugs or offensive weapons.
16. A suitable 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.
17. Drinks, open bottles and glasses will not be taken from the premises at any time. Empty bottles and glasses will be collected regularly and promptly. Glass and other sharp objects will be

stored and disposed of safely using suitable receptacles. Receptacles will be secured and not accessible to the customers and the Licensee will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.

18. Plastic or toughened glasses/bottles will be used when requested by West Yorkshire Police (e.g. football match days).
19. Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be displayed at the exits to the premises.
20. The Licensee will belong to a recognised trade body or Pub Watch Scheme, whose aims include the promotion of the licensing objectives.
21. The Licensee will ensure that customers who commit acts of anti-social behaviour are removed from the premises. Such customers will be excluded from the premises if further incidents occur.
22. The Licensee will comply with the agreed protocols of the local pubwatch scheme(s) or trade body where unilateral banning orders are implemented.
23. At least thirty minutes will be allowed between the final sales of alcohol and closing the premises. The DPS will permit customers to finish their drinks and leave the premises in an orderly manner.

Public safety

24. The Licensee will adopt at the premises written policies and procedures on entry and egress to the premises (including monitoring of any capacity limit) and evacuation of the premises.
25. The Licensee will ensure staff are trained on these measures, and all other matters relating to the safety of the public.
26. A written risk assessment will be kept which covers all activities which affect the health and safety of members of the public. This will include the noise levels to which the public are exposed and information will be provided for the public via signage at the entrance. The assessment will be produced for inspection at the request of an authorised officer.
27. The licensee will maintain an electronic system for monitoring capacity control within the premises. This system will be linked via monitors around the premises to a central office.
28. Appropriately trained staff will be provided to oversee general safety within the premises, and these will be provided to a minimum number of one member of staff per 250 occupancy or part thereof, in accordance with the occupancy figure.
29. Where the licensable activities are held on floors other than the ground floor level the ratio of supervisors will increase to 1 per 100 occupancy or part thereof on those levels.
30. The Licensee will have a written procedure for crowd control and management. All staff will be instructed in the operation of the procedure. The policy will be available for inspection at the request of an authorised officer.
31. All exit doors will be accessible, open easily, and exit routes will be maintained.
32. Safety checks, including doors, will be undertaken before opening to the public and a record kept of inspections. Also any inward opening Entrance/ Exit door must be permanently held open on Cabin Hooks during Licensed hours. To alter this arrangement written permission of the Fire Service is required.
33. Before opening to the public, checks will be undertaken to ensure all access and to the premises are clear for emergency vehicles. Regular checks will be undertaken when the premises is open.

34. 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.
35. All equipment with which the public may have contact, will be maintained, stored and operated in a safe manner. Appropriate maintenance and test records will be kept and be available at the request of an authorised officer.
36. Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.
37. The Licensee will make provision for regular inspections of the premises structure. A written record of these inspections will be kept. The records will be made immediately available for inspection at the request of an authorised officer.
38. Regular safety checks of decorative and functional fixtures that could fall causing injury to the public or may cause a risk of fire, will be undertaken.
39. 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.
40. 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.
41. All floor surfaces will be suitably slip resistant, kept in good condition and free of obstructions to prevent slips, trips and falls.
42. Safety checks will be recorded and made available for inspection at the request of an authorised officer.
43. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.
44. The risk of scald and burns to the public from hot food and drink preparation will be isolated or shielded from members of the public to prevent risk of scalds or burns to them.
45. Hot food and drink preparation will be isolated or shielded from members of the public to prevent risk of scalds or burns to them.
46. Suitably trained First Aid Staff will be provided at all times when the premises are open.
47. An appropriately qualified medical practitioner will be present throughout any sporting entertainment.
48. Adequate and appropriate First Aid equipment and materials will be available on the premises.
49. A written 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.
50. A written health and safety policy covering all aspects of the safe use of strobes, lasers, smoke machines or any other special effects, will be provided and staff will be appropriately trained.
51. 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.

The prevention of public nuisance

52. No nuisance will be caused by noise or vibration emanating from the premises. Licensable activities will be conducted and the facilities for licensed activities will be designed and operated so to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties.
53. There will be no external loudspeakers.
54. Bottles will not be placed in any external receptacle between 23.00 hours and 08.00 hours.
55. No nuisance will be caused by noise or vibration emanating from the premises from external plant or equipment.
56. The Licensee will adopt a "cooling down" period where music volume is reduced towards the closing time of the premises.
57. The Licensee will ensure that lighting provided for the purpose of customer and staff safety, for the security of the premises, and lighting associated with activities of entertainment and advertising is of such and intensity, suitable positioned and operated so as not to cause nuisance to neighbouring or adjoining premises.
58. Clear and legible notices will be displayed at exits, car parks and other circulatory areas requesting patrons to leave the premises having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and ant-social behaviour.
59. Registered door staff will be employed and used where queues are likely to form to manage the queues and ensure queues are restricted to cordoned areas to prevent them obstructing footpaths and spilling out onto roads, and to keep noise and obstructions away from residential property.
60. The premises supervisor and any door supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.

Protection of children from harm

61. Signs will be provided informing customers that sales will not be made to under 18s, and that age identification may be required.
62. The Licensee will provide an adequate number of supervisors who can provide care for the children as they move from stage to dressing room etc., and to ensure that all children can be accounted for in case of an evacuation or an emergency.
63. The venue will be suitable to accommodate safely the numbers of children intended.
64. All supervisors and crew will receive instruction on the fire procedures applicable to the venue prior to the arrival of the children. The Licensee will ensure that all special effects e.g. flashing lights, dry ice, smoke etc. are suitable for the children involved in the performance.

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

The prevention of crime and disorder

65. A suitable closed-circuit Television (CCTV) system will be in operation at the premises at all times when it is being used for the provision of licensable activities and/or when members of the public are permitted to be on the premises. The CCTV system will record images to cover all areas of the premises to which the public have access (save for toilets), including any external areas of the premises such as car parks and beer gardens. The CCTV system will 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. At least one member of staff will be on duty at the premises who is capable of operating the system and downloading images recorded by it. These images will be downloaded and provided, on request, to an officer of a responsible authority.

66. The minimum number of door supervisors for the premises is 2. The days and hours door supervisors operate on the premises are:
- a. Friday, Saturday and Sunday 20:00hrs until close.
 - b. From 2000 on any day where a temporary event notice is in force that permits the sale of alcohol beyond that permitted under the premises licence.
67. The number of door supervisors to be employed at the premises may be reduced on agreement with the Police Licensing Officer, a copy of such agreement being sent to the licensing officer at Leeds City Council.
68. The premises licence holder and/or designated premises supervisor will ensure that a Daily Record Register is maintained on the premises by the door staff. 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). The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry.
69. Notices will be prominently displayed at the entrances of the premises which state:
- a. a search may be conducted as a condition of entry to premises;
 - b. Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register.
 - c. Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; or appears to be under the influence of drugs.
 - d. entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances.
70. No boxing events of any type will be allowed on the premises.
71. No events of a sexual nature will be allowed on the premises at any time.

The prevention of public nuisance

72. Noise from a licensable activity at the premises will be inaudible at the nearest noise sensitive premises.
73. The premises licence holder and/or designated premises supervisor will ensure patrons use beer gardens, external areas and play areas in a manner which does not cause disturbance to nearby residents and business in the vicinity.

The protection of children from harm

74. The age verification policy adopted by the premises, in respect of the sale or supply of alcohol will be Challenge 25, which means that those seeking to purchase alcohol at the premises who appear to be under the age of 25 will be required to provide acceptable evidence (as per home office/ industry guidelines) that they are 18 years of age (or older) before any alcohol is sold or supplied to them.
75. People under 18 will only be allowed entry whilst being supervised by an appropriate adult.
76. People under 18 will not be allowed to remain on the premises or on land owned or controlled by the premises beyond 2000hrs.