



## LICENSING SUB-COMMITTEE

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MEETING TO BE HELD IN CIVIC HALL, LEEDS, LS1 1UR ON  
WEDNESDAY, 23RD JUNE, 2021 AT 10.00 AM

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### MEMBERSHIP

#### Councillors

- H Bithell - Kirkstall;
- N Buckley - Alwoodley;
- P Wray - Hunslet and Riverside;

This meeting will be held at the Civic Hall, Leeds. Due to current restrictions arising from the pandemic, there will be very limited capacity in the public gallery for observers of the meeting. If you would like to attend to observe in person, please email ([FacilitiesManagement@leeds.gov.uk](mailto:FacilitiesManagement@leeds.gov.uk)) to request a place, clearly stating the name, date and start time of the committee and include your full name and contact details, no later than 24 hours before the meeting begins. Please note that the pre-booked places will be allocated on a 'first come, first served' basis and once pre-booked capacity has been reached there will be no further public admittance to the meeting. On receipt of your request, colleagues will provide a response to you.

Please Note - Whilst the rates of infection have come down, Coronavirus is still circulating in Leeds. Therefore, even if you have had the vaccine, if you have Coronavirus symptoms: a high temperature; a new, continuous cough; or a loss or change to your sense of smell or taste, you should NOT attend the meeting and stay at home, and get a PCR test . For those who are attending the meeting, please bring a face covering, unless you are exempt.

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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 88662**

## **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>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p> <p><b><u>HEARINGS</u></b></p>	
6			<p><b>APPLICATION TO VARY A PREMISES LICENCE HELD BY LONDIS 249 LOW LANE, HORSFORTH, LEEDS, LS18 5NY</b></p> <p>The report of the Chief Officer Elections and Regulatory requests Members consideration of an application to vary a premises licence held by Londis 249 Low Lane, Horsforth, Leeds, LS18 5NY.</p> <p>(Report attached)</p> <p><b><u>COMMITTEE &amp; BOARD MEETINGS DO'S &amp; DON'TS</u></b></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 - 40

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Report author: Miss Janice Archibald  
0113 378 5029

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## Report of the Chief Officer Elections and Regulatory

### Report to Licensing Sub Committee

Date: 23rd June 2021

Subject: Application to vary a premises licence held by Londis 249 Low Lane,  
Horsforth, Leeds, LS18 5NY

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Horsforth		
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:		

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### Summary of main issues

This is an application to vary a premises licence, made by Kanthasamy Senthuran, for Londis 249 Low Lane, Horsforth, Leeds, LS18 5NY

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

The application has attracted representations from other persons and responsible authorities.

## **1 Purpose of this report**

- 1.1 To advise Members of an application made under section 34 of the Licensing Act 2003 ("the Act") to vary a 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 premises**

- 2.1 The premises were granted a premises licence in April 2019 for the sale of alcohol for consumption off the premises, every day between the hours of 06:00 and 23:00. On the 16<sup>th</sup> February 2021, an application was received for both the transfer of the licence, and change of the dps, to Kanthasamy Senthuran,
- 2.2 The full variation application was received in the licensing office on the 27<sup>th</sup> April 2021.
- 2.3 A copy of the existing licence is attached at Appendix A.

## **3 The application**

- 3.1 The applicant is Kanthasamy Senthuran.
- 3.2 Briefly the application is to:
  - Extend the hours for the sale of alcohol and the hours of opening to 24 hours, also add the activity of late night refreshment, as the premises has a Costa coffee machine. Between the hours of midnight and 05:00, all sales will be via a hatch.
  - Remove and replace all current non mandatory conditions, except public nuisance conditions, these will remain the same as currently on the premises licence.
- 3.3 A copy of the redacted application form is attached at Appendix B.
- 3.3 The applicant proposes to promote the licensing objectives by taking the additional steps identified in section 16 of the application form, a copy of the same is 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 must be relevant and, in the case of members of the public, must not be frivolous or vexatious.



## Representations from Responsible Authorities

- 5.2 A representation has been received from The Environmental Protection Team in their capacity as a responsible authority. A copy of the representation may be found at Appendix D.

## Other representations

- 5.3 The application has attracted representations from members of the public (described as 'other persons' in the legislation).
- 5.4 Entertainment Licensing is in receipt of a letter of representation from Horsforth Town Council who are opposed to the application on the grounds of public nuisance. In order to protect personal data, a redacted copy of the representation is attached at Appendix E. An unredacted copy will be available at the hearing for Members consideration.

## **6 Licensing hours**

- 6.1 Members are directed to paragraphs 6.6 to 6.13 for 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 6.12 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. 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 impact on the licensing objectives.
- 6.3 A list of premises in the local area and their licensed hours and activities is provided at appendix F.

## **7 Equality and diversity implications**

- 10.1 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 variation as requested.
  - Grant the variation whilst imposing additional conditions and/or altering in any way the proposed operating schedule.
  - Exclude any licensable activities to which the application relates.
  - Reject the whole or part of the application.

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

## **9 Background papers**

- Guidance issued under s182 Licensing Act 2003
- Statement of Licensing Policy

## **Premises Licence**


## **APPENDIX A**

### **Part A Schedule 12 Licensing Act 2003**

#### **Part 1 – Premises Details**

##### **Postal address of premises, or if none, ordnance survey map reference or description**

Londis, 249 Low Lane, Horsforth, Leeds, LS18 5NY

Telephone number: 

##### **Licensable activities authorised by this licence**

Sale by retail of alcohol,

##### **Times the licence authorises the carrying out of licensable activities**

*Sale by retail of alcohol*

Every Day 06:00 - 23:00


##### **Opening hours of the premises**

Everyday 06:00 - 23:00

Alcohol is sold for consumption off the premises

#### **Part 2**

##### **Name, (registered) address, telephone number and email (where relevant) of holder of premises licence**

Kanthasamy Senthuran  


Daytime Contact Telephone Number: 

Email Address: 

##### **Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol**

Kanthasamy Senthuran  


##### **Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol**

Personal licence number: LEEDS/PERL/09134/17

Licensing authority: Leeds City Council

Licence issued under the authority of Leeds City Council

Miss Janice Archibald  
Licensing Officer  
Entertainment Licensing  
Elections, Licensing and Registration

## Annex 1 – Mandatory Conditions

1. 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.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. 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.
4. 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**

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

5. A suitable Closed-Circuit Television (CCTV) system shall be operational at the premises at all times when licensable activities are being carried out.
6. The CCTV shall cover all areas of the premises occupied by the public (the retail area) under the terms of the licence. The CCTV shall also cover the main entrance/s and exit/s.
7. The CCTV shall be of a satisfactory resolution quality which will enable the identification of persons and activities and will contain the correct time and date stamp information.
8. The CCTV shall have sufficient storage retention capacity for a minimum of 31 days continuous footage which will be of good quality.
9. The CCTV footage shall be controlled and kept in a secure environment to prevent tampering or unauthorised viewing. A record will be kept of who has accessed the system, the reason why and when.
10. A designated member(s) of staff at the premises will be authorised to access the CCTV footage and be conversant with operating the CCTV system. At the request of an authorised officer from a responsible authority, and CCTV footage, as requested, will be downloaded immediately or secured to prevent any overwriting. The CCTV footage material will be supplied, on request to an authorised officer as soon as reasonably practicable.
11. The data controller under the Data Protection Act 1998, who is responsible for any CCTV images caught on cameras on the premises will, on the lawful request of an authorised officer of a responsible authority (Under the Licensing Act 2003) be downloaded immediately or where this is not possible, as soon as reasonably practicable and supplied to the requesting officer. Where the CCTV images are not supplied at the time of the request being made the data controller will ensure that it is secured to prevent any overwriting.
12. The CCTV systems shall be capable of securing relevant pictures for review or export at a later date, and be adequately maintained and capable of transporting recorded material onto a removable media.
13. The DPS shall maintain a written record of all members of staff who are authorised to sell alcohol. This record, which shall include the contact details for the DPS, shall be kept in the shop and be made available to an authorised officer on request.
14. The licence holder shall sign up to the Portman group's retail alert bulletin in respect of the code of practice on the naming, packaging and promotion of alcoholic drinks.
15. All staff shall receive training which shall include preventing underage sales and compliance with licensing conditions. Refresher training shall be provided annually. A written record will be kept of all training which shall be made available for inspection by an authorised officer.

16. The premises shall operate a strict refusals policy as follows - alcohol will not be sold to;
- (1) Any person recognised or identified as a street drinker (regardless of their level of inebriation at the time);
  - (2) Any person found to be drinking alcohol in the street;
  - (3) Any person who is drunk or appears to be drunk;
  - (4) Any person suspected of trying to buy alcohol for another person who is drunk or appears to be drunk;
  - (5) Any person unable to provide valid ID when requested by staff;
  - (6) Any person who is verbally or physically abusive towards staff or customers;
  - (7) To any person suspected of trying to buy alcohol for another person(s) who may be under age.
17. A notice advising customers of the refusals policy shall be on display.
18. A notice telling customers not to drink alcohol in the street shall be on display.
19. Any incidents of crime and disorder at the premises, witnessed by staff, will be recorded in an incident book kept at the shop which will be available for inspection by an authorised officer.
20. A recruitment procedure shall be in place which includes the steps that will be taken by the licence holder to check the immigration status and the eligibility of an individual to work in the UK in accordance with the Home Office guidance for employers on preventing illegal working in the UK.
21. The premises shall display 'Crime stoppers' material in the shop to promote the initiative to the community.

### **Public Safety**

22. Appropriate fire safety equipment shall be available.
23. A written record of any accidents and/or safety incidents involving members of the public will be kept. This will be made available at the request of an authorised officer.
24. The PLH/DPS shall comply with other legislative requirements to ensure that the shop is safe for customers and staff.

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

25. A notice(s) requesting customers to leave quietly shall be on display in a prominent place close to the exit.
26. The PLH/DPS will ensure that litter arising from people using the premises is cleared away regularly and that any promotional materials such as flyers do not create litter.

### **Protection of children from harm**

27. The shop shall operate a Challenge 25 policy at the premises in relation to age verification for alcohol sales and other age-related products. Signs and/or posters shall be clearly displayed in the premises to inform customers.

28. All members of staff at the premises shall seek credible photographic proof of age evidence from any person who appears to be under the age of 25 years and who is seeking to purchase alcohol. Such identification includes a passport, photographic driving licence, military ID or a proof of age carrying a PASS logo.
29. A refusals book shall be kept at the premises and used to record all refusals for the sale of alcohol and other age restricted goods. The book shall be made available to authorised officers on request.
30. The premises shall display, in a prominent position, a notice(s) explaining that it is an offence for adults to purchase alcohol and to supply it to persons under 18.
31. A due diligence checklist (aimed at preventing any underage sales) shall be used and be kept in the shop available for inspection by authorised officers.

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

None

### **Annex 4 – Plans**

The plans for these premises are as those submitted with the application. A copy of which is held by Leeds City Council licensing authority.

Plans submitted with the application for a grant of a premises licence dated 22.02.2019. Drawing Number LON/01.





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

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

\* required information

**Section 1 of 18**

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference  This is the unique reference for this application generated by the system.

Your reference  You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant? Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Yes       No

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

Applying as a business or organisation, including as a sole trader

Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

### Address

* Building number or name	<input type="text" value="22 - 24"/>
* Street	<input type="text" value="Foundry Approach"/>
District	<input type="text" value="Harehills"/>
* City or town	<input type="text" value="Leeds"/>
County or administrative area	<input type="text"/>
* Postcode	<input type="text" value="LS9 6BL"/>
* Country	<input type="text" value="United Kingdom"/>

### Agent Details

* First name	<input type="text" value="Patrick"/>
* Family name	<input type="text" value="Burke"/>
* E-mail	<input type="text" value="[REDACTED]"/>
Main telephone number	<input type="text" value="[REDACTED]"/>
Other telephone number	<input type="text"/>

Include country code.

Indicate here if you would prefer not to be contacted by telephone

Are you:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

### Agent Business

Is your business registered in the UK with Companies House?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Is your business registered outside the UK?	<input type="radio"/> Yes	<input checked="" type="radio"/> No

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

Business name	<input type="text" value="PMB Licensing"/>
VAT number	<input type="text" value="-"/>
Legal status	<input type="text" value="Sole Trader"/>
Your position in the business	<input type="text"/>
Home country	<input type="text" value="United Kingdom"/>

If your business is registered, use its registered name.

Put "none" if you are not registered for VAT.

The country where the headquarters of your business is located.

Continued from previous page...

### Agent Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name	<input type="text" value="The Clock House"/>
Street	<input type="text" value="361 High St"/>
District	<input type="text"/>
City or town	<input type="text" value="West Bromwich"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="B70 9QG"/>
Country	<input type="text" value="United Kingdom"/>

## Section 2 of 18

### APPLICATION DETAILS

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

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

\* Premises Licence Number

Are you able to provide a postal address, OS map reference or description of the premises?

Address     OS map reference     Description

### Postal Address Of Premises

Building number or name	<input type="text" value="Londis"/>
Street	<input type="text" value="249 Low Lane"/>
District	<input type="text" value="Horsforth"/>
City or town	<input type="text" value="Leeds"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="LS18 5NY"/>
Country	<input type="text" value="United Kingdom"/>

### Premises Contact Details

Telephone number

Non-domestic rateable value of premises (£)

## Section 3 of 18

### VARIATION

Continued from previous page...

Do you want the proposed variation to have effect as soon as possible?

Yes  No

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

Yes  No

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

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

### Describe Briefly The Nature Of The Proposed Variation

Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.

This a a Londis general store, We wish to extend the hours of opening and the hours for sales of alcohol. We have a Costa Coffee machine at the premises so wish to add late night refreshment  
Between the hours of 00:00 - 05:00 at sales will be via a hatch a plan has been submitted to show the hatch  
Remove and replace all current non mandatory conditions

### Section 4 of 18

#### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

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

Yes  No

### Section 5 of 18

#### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

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

Yes  No

### Section 6 of 18

#### PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

*Continued from previous page...*

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

- Yes  No

**Section 7 of 18**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

[See guidance on regulated entertainment](#)

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

- Yes  No

**Section 8 of 18**

**PROVISION OF LIVE MUSIC**

[See guidance on regulated entertainment](#)

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

- Yes  No

**Section 9 of 18**

**PROVISION OF RECORDED MUSIC**

[See guidance on regulated entertainment](#)

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

- Yes  No

**Section 10 of 18**

**PROVISION OF PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

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

- Yes  No

**Section 11 of 18**

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

[See guidance on regulated entertainment](#)

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

- Yes  No

**Section 12 of 18**

**PROVISION OF LATE NIGHT REFRESHMENT**

**Continued from previous page...**

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

- Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors  Outdoors  Both

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

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

We have a Costa Coffee machine at the premise providing a selection of quality hot drinks, we wish to provide this service to customers 24hrs

**Continued from previous page...**

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the provision of late night refreshment at different times from those listed above, list below.

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

**Section 13 of 18**

**SUPPLY OF ALCOHOL**

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

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End



**Continued from previous page...**

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption?

- On the premises       Off the premises       Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

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

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

**Section 14 of 18**

**ADULT ENTERTAINMENT**

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Provide information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

None

**Section 15 of 18**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**



Continued from previous page...

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed above, list below.

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

**Continued from previous page...**

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

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

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

Licence is lost

**Section 16 of 18**

**LICENSING OBJECTIVES**

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

No alcohol or tobacco will ever be purchased from sellers calling at the premise. Exceptions to the condition would be purchases made from authorised representatives who have made prior appointments to visit the store.

A security hatch will be fitted as shown on the plan, between the hours of 00:00 - 05:00 all sales will be via the hatch

CCTV - It will be digital recorded for up to 28 days and will be made available on request to all licensing authorities. There will always be a member of staff on duty who is trained and able to show and download images from the system during opening hours. It will be in recording operation during opening hours and it will cover all licensable activity areas of the premises.

Staff Training - All staff will be trained for signs of persons who are intoxicated and made aware of licensing legislation regarding the sale of alcohol to persons intoxicated. Also regarding under age sales, proxy sales and legislation regarding the consumption of alcohol purchased from the premises and consumed in the vicinity. All this training must be recorded on premises and be made available to responsible authority immediately on request.

Challenge 25 Policy - Location will promote Challenge 25 policy by and training staff on different ID methods. This training will be recorded on premises.

Signage - Challenge 25 policy to be on display at all times. Signage displaying to customers to "Respect Local residents, please leave quietly" to be on display around location and especially at the exit.

b) The prevention of crime and disorder

1. The CCTV system must be installed and operate internally to cover all areas that licensable activities take place and where alcohol is displayed within any public area.
  2. The CCTV unit shall be positioned in a secure part of the licensed premise. Access to the system should be allowed immediately to the Police upon request.
  3. A competent trained person in the use of and operation of the CCTV will be in attendance at the premises at all times that licensable activities take place and be able to fully operate the CCTV system to be able to down load in a recognised format any information requested by the Police.
  4. The CCTV system clock should be set correctly and maintained (taking account of GMT and BST).
  5. A facility will be available for the Police to remove from the CCTV system a copy of any material relevant to any ongoing Police investigation.
  6. All CCTV images will be retained for a period of not less than 28 days
  7. An incident register of all occurrences and ejections from the premises will be maintained at the premises and all

**Continued from previous page...**

details of public order offences will be recorded.

8. All persons involved in the sale of alcohol will receive initial and subsequent 6 monthly refresher training by the Designated Premises Supervisor or an appropriately accredited training provider with regards to the law in relation to the sale of alcohol. This will be recorded in a staff training register and will include, signature of the member of staff, the DPS or an appropriately accredited training provider together with the date.

All Records shall be retained at the premises for a period of no less than 12 months and made available to responsible authorities on request.

c) Public safety

As current licence

d) The prevention of public nuisance

A security hatch will be fitted as shown on the plan, between the hours of 00:00 - 05:00 all sales will be via the hatch

e) The protection of children from harm

A Challenge 25 policy will be adopted in order to reduce the potential for underage sales of age restricted products including alcohol. If a customer appears to be under 25 years of age and cannot prove that they are eligible to purchase the age restricted item with a valid UK or Ireland Photocard Driving Licence, a valid Passport or PASS accredited proof of age scheme card, they will be refused service.

Challenge 25 posters will be displayed at the premises to reinforce this policy. Posters will be placed at; each till, each area alcohol is stocked and at the point of entry into the store. The posters will be displayed prominently and in sight of customers and staff.

A Refusals Register is to be used to record all incidents when a sale is refused. The register is to be kept in the store at all times unless it is requested by authorised officers of responsible authorities. The Refusal/Challenge Register is to be checked and signed off by the Designated Premises Supervisor every two weeks.

All staff working at the premises involved in the sale of age restricted products including alcohol will receive on-going training and will be refreshed at least every 6 months. This will be recorded in a staff training register and will also include a written test of knowledge. The Training records must be made available to authorised officers of responsible authorities on request. Records shall be retained at the premises.

**Section 17 of 18**

**NOTES ON REGULATED ENTERTAINMENT**

**Continued from previous page...**

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

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

**Continued from previous page...**

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

**Section 18 of 18**

**PAYMENT DETAILS**

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

The variation fee is based on the non domestic rateable value of the premises these fees are:

Non domestic rateable value £4,300 or less - £100

Non domestic rateable value between £4,301 and £33,000 - £190

Non domestic rateable value between £33,001 and £87,000 - £315

Non domestic rateable value between £87,001 and £125,000 - £450

Non domestic rateable value £125,001 or more - £635

If the premise▲ non domestic rateable value is £87,001 or more and the premises is used exclusively or primarily for the supply of alcohol for consumption on the premises the fee for this application is:

Non domestic rateable value between £87,001 and £125,000 - £900

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

If this application is for a community premises e.g. a village hall or community centre and the application does■ t include the sale of alcohol as an activity there is no fee payable.

If the premises will have 5,000 people or more in attendance at any one time there is an additional fee payable which we will contact you to pay when you submit your application. Details of these fees are available at [http://www.leeds.gov.uk/Business/Licences\\_and\\_street\\_trading/Licence\\_\\_alcohol\\_and\\_entertainment](http://www.leeds.gov.uk/Business/Licences_and_street_trading/Licence__alcohol_and_entertainment).

\* Fee amount (£)

190.00

**DECLARATION**

1 \* I will make payment of the fee on submission of this application.

1 \* I have attached, or will post to Leeds City Council, the plans of the premises.

1 \* I understand that I must now advertise my application.

1 \* I understand that if I do not comply with the above requirements, my application will be rejected.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name

Patrick Burke

\* Capacity

Agent for the Applicant



Continued from previous page...

\* Date

27	/	04	/	2021
dd		mm		yyyy

Add another signatory

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

1. Save this form to your computer by clicking file/save as...

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

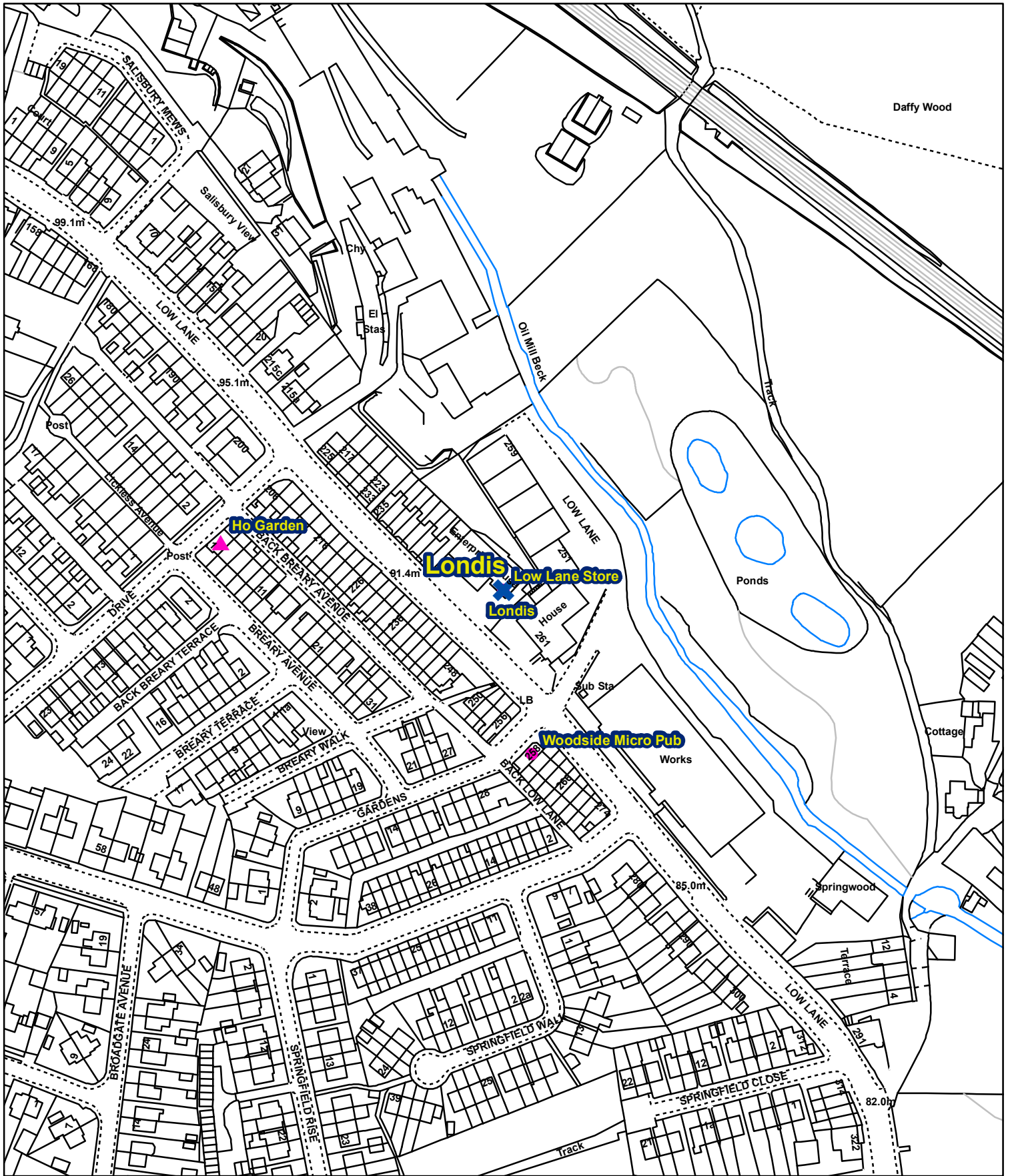
Don't forget to make sure you have all your supporting documentation to hand.

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

**OFFICE USE ONLY**

Applicant reference number	<input type="text"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>





[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [Next >](#)



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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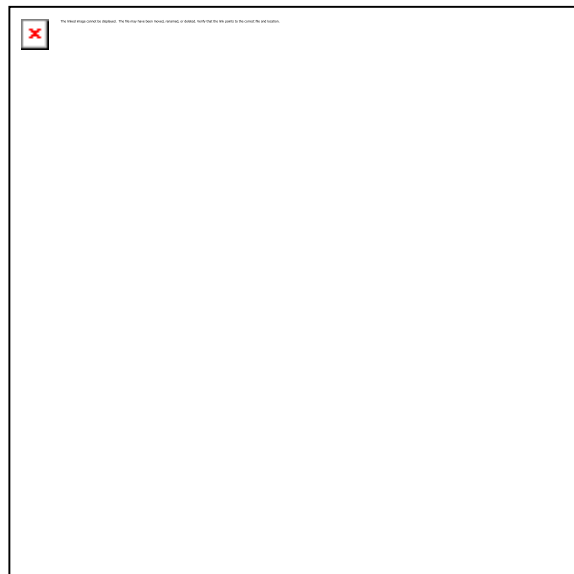
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Key	
	On licence
	Off licence
	Late night refreshment
	Other

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# APPENDIX D



Kanthasamy Senthuran

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Environmental Protection Team  
Leeds City Council  
Millshaw Park Way  
Leeds  
LS11 0LS

Contact: Miss Elaine Saul

[REDACTED]  
[REDACTED]

Our reference: PREM/04323/004  
14 May 2021

Dear Kanthasamy Senthuran,

## Licensing Act 2003

**Name and Address of Premises: 249 Low Lane, Horsforth, Leeds, LS18 5NY,**

We refer to your licensing application for the above premises. We believe that your application does not give enough information about how you intend to meet an important objective of the licence, which is to prevent public nuisance. We therefore confirm that we are submitting a formal objection to your application.

We base our objection on the following matters:

- The potential for noise disturbance from customers using the hatch and vehicles arriving and leaving, noise from door slamming and music from car radios which would continue into hours where it may adversely affect sleep and other loss of the use and enjoyment of a property

Having read the matters we describe below if you feel we should consider anything else please do not hesitate to contact us.

## Description of the surrounding area



Please refer to Appendix 1 Map of Surrounding Area (n/a)

**Description of the applicant venue and the application:**

The venue is a general store set slightly back from the road with forecourt parking. There is residential housing opposite and directly adjacent to the store. Whilst there is some other commercial/light industrial development to the rear and side of the building, those premises are unlikely to operate during the same nighttime period the application requests.

The application states the store wishes to sell coffee 24/7 via a newly created hatch.

The onus is on the applicant to demonstrate such matters (Items 8.33 to 8.41 of the amended guidance issued under Section 182 of the Licensing Act 2003 – June 2014)

**Complaint and other history specific to the applicant premises**

n/a

**Complaint history for the area around the venue**

n/a

**Conclusions reached**

Generally it would be assumed that the footfall demand for coffee etc at those hours is likely to be quite low, however, there has been a rise in requests for home deliveries of food and alcohol in partnership with companies like Uber, which could mean increased use of the store for collection and delivery during the night.

As such the residents may be subject to increased noise from vehicles visiting the store and noise occurring during the transaction at the hatch (where the customer will be outside), all during very noise sensitive night time hours which will be likely to result in sleep disturbance.

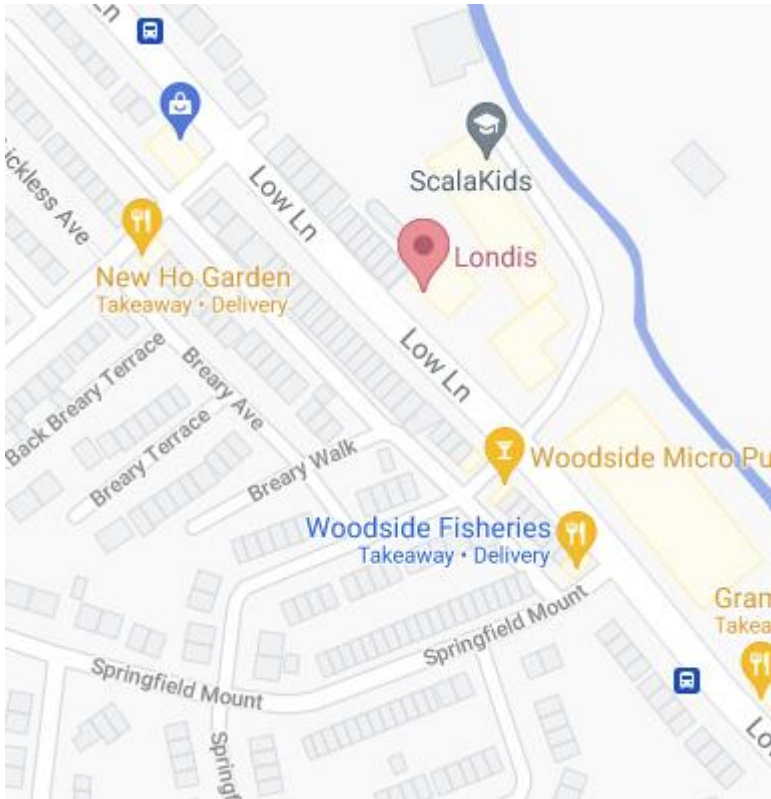
Although a license has previously been granted for opening hours currently from 6:00-23:00 I cannot find any indication that planning permission has been sought and approved in respect of those extended operating hours. Neither can I find any planning approval for the extension in operating hours mirroring the licensing application.

We recommend that the Sub-Committee refuse the application.

We do not believe that further conditions will resolve the application as it stands.

[REDACTED]

## Appendix 1 Map of Surrounding Area



## **Appendix 2 Complaints History**

**Any complaints involving the applicant premises are indicated\*, otherwise the alleged source of complaint is redacted. Details may be provided after the agreement of the Licensing Sub-committee.**

# APPENDIX E

**From:** [Entertainment Licensing](#)  
**To:** [Archibald, Janice](#)  
**Subject:** FW: Objection to Variation Application PREM/04323/004  
**Date:** 26 May 2021 15:39:26

---

[Redacted]

[Redacted]

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

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**From:** [Redacted]  
**Sent:** 26 May 2021 15:23  
**To:** Entertainment Licensing <Entertainment.Licen@leeds.gov.uk>; EPTeam <EPTeam@leeds.gov.uk>  
**Subject:** Objection to Variation Application PREM/04323/004

For the attention of Miss Janice Archibold and all other appropriate staff

Dear Miss Archibold

Horsforth Town Council have instructed me to write to you to register their objection, in the strongest terms, to the application for the sale of alcohol at the Londis store, 249 Low Lane, Horsforth, LS18 5NY.

The Town Council wish to point out that the store is in a predominantly residential area. There would be a much increased disturbance to residents if alcohol is sold at the times stated. They also wish to express their concerns about the increase in antisocial behaviour in the area if people are purchasing alcohol throughout the night, something that would be harder to police for a force already stretched so thin.

The Town Council would appreciate a response to their concerns and thanks you for your consideration.

Warm wishes

[Redacted]  
[Redacted]  
[Redacted]

I am currently working remotely but available by email.

*This email may contain confidential information and is intended only for the use of the person(s) to whom it is addressed*

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## Issued premises licences and club certificates within an area



### **PREM/04323/003 - Londis, 249 Low Lane, Horsforth, Leeds, LS18 5NY**

Sale by retail of alcohol

Every Day

06:00 - 23:00

### **PREM/04394/001 - Woodside Micro Pub, 258 Low Lane, Horsforth, Leeds, LS18 5DN**

Sale by retail of alcohol

Monday to Friday

15:00 - 23:00

Saturday & Sunday

13:00 - 23:00

Performance of recorded music

Monday to Friday

15:00 - 23:00

Saturday & Sunday

13:00 - 23:00

### **PREM/01421/001 - Ho Garden, 1 Breary Avenue, Horsforth, Leeds, LS18 5QH**

Provision of late night refreshment

Tuesday & Wednesday

23:00 - 23:30

Thursday to Saturday

23:00 - 00:00

Sunday

23:00 - 23:30

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All attending the meeting must adhere to the guidance that has been set by the government and the council to keep all attending any meetings within a council building safe

- All attending LCC employees are encouraged to undertake a lateral flow test when attending a face to face meeting.
- All attending any meeting must sign in at the main reception.
- Turn up on time so you can be seated whilst adhering to social distancing guidance.
- Stay in your designated seat during the meeting.
- You must wear a face covering whenever you are not in your seat (unless exempt).
- Do not stand and talk in walk ways.
- You must adhere to the one way system that is in place.
- You must adhere to the social distancing guidance at all times.
- Use the hand sanitizer that is placed at the entrance and the exit of the meeting room.
- Where possible use electronic agenda packs.
- Bring your own refreshments.

**Note:**

Best endeavours have been taken to manage committee business from the outset to prevent a meeting running over the prescribed 1.5 hour guidance. If it becomes apparent that debate is going to exceed this then an adjournment of proceedings will be called by the Chair at an appropriate point. All attending the meeting must vacate the meeting room to enable further ventilation and cleaning. Participants must return to their original seat.

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