



LICENSING SUB-COMMITTEE

MEETING TO BE HELD IN CIVIC HALL, LEEDS ON
FRIDAY, 9TH FEBRUARY, 2024 AT 10.00 AM

MEMBERSHIP

Councillors

L Farley - Burmantofts and Richmond Hill;
S Holroyd-Case - Ardsley and Robin Hood;

Third Member to be confirmed.

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

We strive to ensure our public committee meetings are inclusive and accessible for all. If you are intending to observe a public meeting in-person, please advise us in advance by email (FacilitiesManagement@leeds.gov.uk) of any specific access requirements, or if you have a Personal Emergency Evacuation Plan (PEEP) that we need to take into account. Please state the name, date and start time of the committee meeting you will be observing and include your full name and contact details.

**Enquiries specific to
Entertainment Licensing:**

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

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

CONFIDENTIAL AND EXEMPT ITEMS

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

9.0 Confidential information – requirement to exclude public access

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

9.2 Confidential information means

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

10.0 Exempt information – discretion to exclude public access

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

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

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

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

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

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

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p style="text-align: center;"><u>PRELIMINARY PROCEDURES</u></p> <p>ELECTION OF THE CHAIR</p> <p>To seek nominations for the election for the position of Chair.</p>	
2			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</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>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</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>RESOLVED – 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>LATE ITEMS</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>DECLARATION OF INTERESTS</p> <p>To disclose or draw attention to any interests in accordance with Leeds City Council's 'Councillor Code of Conduct'.</p> <p><u>HEARINGS</u></p>	
6	Beeston and Holbeck		<p>APPLICATION FOR THE GRANT OF A PREMISES LICENCE FOR CAFE/BAR, GROUND FLOOR, KIDD HOUSE, VERSA STUDIOS, WHITEHALL ROAD, LEEDS, LS12 1AP</p> <p>The report of the Chief Officer Elections and Regulatory requests Members consideration on an application for the grant of a premises licence made by Versa (Kidd House Studios) Limited, for Cafe/Bar, Ground Floor, Kidd House, Versa Studios, Whitehall Road, Leeds, LS12 1AP.</p>	7 - 42
7	Beeston and Holbeck		<p>APPLICATION FOR THE GRANT OF A PREMISES LICENCE FOR CAFE/BAR GROUND FLOOR, KIDD HOUSE, VERSA STUDIOS, WHITEHALL ROAD, LEEDS, LS12 1AP</p> <p>The report of the Chief Officer Elections and Regulatory presents an application for the grant of a premises licence made by Versa (Whitehall Road) Limited, for Stage 4, Versa Studios, Whitehall Road, Leeds, LS12 1AP. The application describes the premises to act as Film and TV studio space and multi-use event space.</p>	43 - 78

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



Report author: Mr Martyn Musson
0113 378 5029

Report of the Chief Officer Elections and Regulatory

Report to the Licensing Sub Committee

Date: Friday 9 February 2024

Subject: Application for the grant of a premises licence for Cafe/Bar, Ground Floor, Kidd House, Versa Studios, Whitehall Road, Leeds, LS12 1AP

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

Summary of Main Issues

This is an application for the grant of a premises licence made by Versa (Kidd House Studios) Limited, for Cafe/Bar, Ground Floor, Kidd House, Versa Studios, Whitehall Road, Leeds, LS12 1AP.

The application describes the premises as a café/bar.

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

Discussions with West Yorkshire Police have resulted in an amendment to the condition regarding the minimum retention period of CCTV footage.

The application has attracted a representation from Leeds City Council’s Environmental Protection Team offering a number of suggested measures to promote the prevention of public nuisance licensing objective. No agreement has been reached and the representation remains a matter outstanding for the Sub Committee’s consideration.

1 Purpose of this Report

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

2 History of the Premises

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

3 The Application

- 3.1 The applicant's name is Versa (Kidd House Studios) Limited.
- 3.2 The proposed designated premises supervisor is Alexander Webb-Ingall.
- 3.3 In summary the application is for:

Sale by retail of alcohol, Performance of live music & Performance of recorded music

<i>Monday to Thursday</i>	<i>09:00 - 01:00</i>
<i>Friday & Saturday</i>	<i>09:00 - 02:00</i>
<i>Sunday</i>	<i>09:00 - 01:00</i>

Late night refreshment

<i>Monday to Thursday</i>	<i>23:00 - 01:30</i>
<i>Friday & Saturday</i>	<i>23:00 - 02:30</i>
<i>Sunday</i>	<i>23:00 - 01:30</i>

Non standard timings:

From the start time on New Year's Eve to the terminal hour for New Year's Day.

On the day that British Summer Time commences, one additional hour to disapply its effect.

- 3.4 A redacted version of the application is attached at **Appendix A**.
- 3.5 The applicant proposes to promote the licensing objectives by taking the steps identified in the separate operating schedule attached at **Appendix B**.

4 Location

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

5 Representations

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

Representations from Responsible Authorities

- 5.2 Not considered a formal representation to the application discussions between the applicant and West Yorkshire Police have resulted in an amendment to the operating schedule, namely the minimum retention period of CCTV footage will be 31 days, rather than 28 days as proposed originally. A copy of the e-mail may be found at **Appendix D**.
- 5.3 The representation by the Environmental Protection Team remains a matter for Members' consideration. A copy of the representation may be found at **Appendix E**.

Other representations

- 5.4 There are no other representations.

6 Licensing Hours

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

7 Equality and Diversity Implications

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

8 Options Available to Members

- 8.1 The licensing subcommittee must take such of the following steps as it considers appropriate for the promotion of the licensing objectives:
- Grant the application as requested.

- Grant the application whilst imposing additional conditions and/or altering in any way the proposed operating schedule.
- Exclude any licensable activities to which the application relates.
- Refuse to specify the said person as the designated premises supervisor.
- Reject the whole or part of the application.

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

9 Background Papers

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



PREM1

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

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We Versa (Kidd House Studios) Limited apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description
Cafe/Bar, Ground Floor, Kidd House, Versa Studios, Whitehall Road, Leeds, LS12 1AP

Telephone number of premises (if any) [Redacted]

Non-domestic rateable value of premises £44750

Part 2 – Applicant Details

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

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

- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

*If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below:

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or X
- I am making the application pursuant to a
 - statutory function or
 - a function discharged by virtue of HIS Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Full Name

Please tick yes

Date of Birth

I am 18 years old or over

Nationality

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

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

SECOND INDIVIDUAL APPLICANT (if applicable)

Full Name

Please tick yes

Date of Birth

I am 18 years old or over

Nationality

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

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

(B) OTHER APPLICANTS

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

Name Versa (Kidd House Studios) Limited
Address c/o Allied London, Suit 1, Bonded Warehouse, 18 Lower Byrom Street, Manchester, M3 4AP
Registered number (where applicable) 12355670
Description of applicant (for example, partnership, company, unincorporated association etc.) Private Limited Company
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

Part 3 Operating Schedule

When do you want the premises licence to start?

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

Please give a general description of the premises (please read guidance note 1)
Cafe/bar to be located at ground floor level, Kidd House.

If 5,000 or more people are expected to attend the premises

at any one time, please state the number expected to attend

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

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

Please tick yes

Provision of regulated entertainment

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

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

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

In all cases complete boxes K, L and M

A

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

B

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

C

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

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 4)	Both	
Tue					
Wed				State any seasonal variations for the boxing or wrestling entertainment (please read guidance note 5)	
Thur					
Fri				Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list. (please read guidance note 6)	
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	X
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon	09:00	01:00			
Tue	09:00	01:00	State any seasonal variations for the performance of live music (please read guidance note 5)		
Wed	09:00	01:00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list. (Please read guidance note 6)		
Thur	09:00	01:00			
Fri	09:00	02:00	From the start time on New Year's Eve to the terminal hour for New Year's Day. On the day that British Summer Time commences, one additional hour to disapply its effect.		
Sat	09:00	02:00			
Sun	09:00	01:00			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	X
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon	09:00	01:00			
Tue	09:00	01:00	State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Wed	09:00	01:00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list. (please read guidance note 6)		
Thur	09:00	01:00			
Fri	09:00	02:00	From the start time on New Year's Eve to the terminal hour for New Year's Day. On the day that British Summer Time commences, one additional hour to disapply its effect.		
Sat	09:00	02:00			
Sun	09:00	01:00			

G

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

H

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

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
				Both	X
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon	23:00	01:30			
Tue	23:00	01:30	State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Wed	23:00	01:30	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list. (please read guidance note 6)		
Thur	23:00	01:30			
Fri	23:00	02:30	From the start time on New Year's Eve to the terminal hour for New Year's Day.		
Sat	23:00	02:30			
Sun	23:00	01:30	On the day that British Summer Time commences, one additional hour to disapply its effect.		

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption on or off the premises or both – please tick (please read guidance note 8)	On the premises	
				Off the premises	
				Both	X
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon	09:00	01:00			
Tue	09:00	01:00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list. (please read guidance note 6)		
Wed	09:00	01:00			
Thur	09:00	01:00	From the start time on New Year's Eve to the terminal hour for New Year's Day.		
Fri	09:00	02:00			
Sat	09:00	02:00	On the day that British Summer Time commences, one additional hour to disapply its effect.		
Sun	09:00	01:00			

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

Name

Alexander Webb-Ingall

Address

[REDACTED]

Personal licence number (if known)

[REDACTED]

Issuing licensing authority (if known)

[REDACTED]

K

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

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	09:00	01:30	Non standard timings. Where you intend to open the premises to be open to the public at different times from those listed in the column on the left, please list. (please read guidance note 6) From the start time on New Year's Eve to the terminal hour for New Year's Day. On the day that British Summer Time commences, one additional hour to disapply its effect.
Tue	09:00	01:30	
Wed	09:00	01:30	
Thur	09:00	01:30	
Fri	09:00	02:30	
Sat	09:00	02:30	
Sun	09:00	01:30	

M

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

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

Please see attached operating schedule.

b) The prevention of crime and disorder

Please see attached operating schedule.

c) Public safety

Please see attached operating schedule.

d) The prevention of public nuisance

Please see attached operating schedule.

e) The protection of children from harm

Please see attached operating schedule.

Checklist

Please tick to indicate agreement

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable **x**
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected **x**

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

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

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

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

Part 4 – Signatures (please read guidance note 11)

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

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

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

Signature	
Date	
Capacity	

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

Kuits Solicitors
Kuit Steinart Levy LLP, 3 St Mary's Parsonage, Manchester, M3 2RD

Post town

Post code

Telephone number (if any)

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



Notes for Guidance

- 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.
- In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and

the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.

- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and

- any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
 10. Please list here steps you will take to promote all four licensing objectives together.
 11. The application form must be signed.
 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
 14. This is the address which we shall use to correspond with you about this application.

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

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

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

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

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

They do this in one of two ways:

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

Home Office online right to work checking service

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

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

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

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

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

OPERATING SCHEDULE

A) The Prevention of Crime and Disorder

1. The premises shall operate a CCTV system that complies with the minimum requirements of West Yorkshire Police's Licensing Team.
2. The premises licence holder must ensure that:
 - (i) Cameras are located within the premises to cover all public areas (not including the toilets) and all entrances and exits;
 - (ii) The system records clear images enabling the identification of individuals;
 - (iii) All recorded footage is securely retained for a minimum period of twenty-eight days;
 - (iv) The CCTV system operates at all times the premises are open for licensable activities;
 - (v) All equipment must have constant and accurate time and date generation;
 - (vi) The CCTV system is fitted with security functions to prevent recordings being tampered with;
 - (vii) There is at least one member of trained staff at the premises during opening hours able to provide viewable copies on request to police or authorised local authority officers as soon as is reasonably practicable in accordance with all relevant data protection legislation.
3. SIA registered door supervisors shall be employed at the premises in accordance with a risk assessment, to be carried out by the DPS.
4. When employed, all door supervisors on duty at the premises must correctly display their current SIA accreditation and be briefed on their responsibilities and relevant company operating procedures before they commence duty.
5. When employed, all door supervisors shall wear high visibility armbands.
6. When employed, a register of door supervisors shall be maintained at the premises and shall include:
 - (i) The SIA registration number of door staff on duty;
 - (ii) the identity of each member of door staff;
 - (iii) the dates and times the door staff are on duty.
7. Open containers of alcohol shall not be removed from the premises, save for consumption in any delineated external area.
8. All staff authorised to sell alcohol shall be trained in:
 - (i) Relevant age restrictions in respect of products
 - (ii) Prevention of underage sales
 - (iii) Prevention of proxy sales
 - (iv) Maintenance of the refusals log
 - (v) Recognising signs of drunkenness and vulnerability
 - (vi) How overservice of alcohol impacts on the four objectives of the Licensing Act 2003
 - (vii) How to refuse service
 - (viii) The conditions in force under this licence.

This training shall be documented and repeated at 6 monthly intervals. Training records shall be made available for inspection upon request by a police officer or an authorised officer of Leeds City Council.

9. A refusals record must be kept at the premises which details all refusals to sell alcohol. This record must include the date and time of the incident, the name of the staff member who refused the sale, and the reason the sale was refused. All entries must be made within 24 hours of the

refusal. The record must be made available for inspection and copying within a reasonable time of a request by an officer of a Responsible Authority.

B) Public Safety

1. The premises licence holder shall ensure that at all times when the public is present there is an appropriate number of competent person(s) able to administer first aid, that an adequate and appropriate supply of first aid equipment and materials is available on the premises, and that adequate records are maintained in relation to the supply of any first aid treatment.
2. Regular safety checks shall be carried out by staff.
3. Management shall liaise with the Fire Authority as necessary to ensure compliance with all necessary fire regulations.
4. Any and all of the following incidents must be noted including pertinent details and, as appropriate, reported promptly so that investigations can be made and action taken:
 - a. alleged crimes reported to the venue or by the venue to the police
 - b. ejections of patrons
 - c. complaints received
 - d. incidents of disorder
 - e. seizures of drugs, offensive weapons, fraudulent ID or other items
 - f. faults in the CCTV system, searching equipment or scanning equipment
 - g. visit by a responsible authority or emergency service
5. Incident logs (which may be kept electronically) must be kept at the premises for at least 6 months and must be made available on request to the police or an authorised officer of the licensing authority.
6. The premises shall maintain public liability insurance.
7. The premises shall have a documented Duty of Care policy for managing intoxicated and vulnerable customers and dealing with incidents of harassment at the premises. The policy shall also include provision for persons refused entry to the premises who are also considered vulnerable by staff.

C) The Prevention of Public Nuisance

1. Noise from amplified music or voices shall not be such as to cause a noise nuisance to occupants of nearby premises.
2. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
3. There shall be no noise or odours caused by the kitchen extraction equipment that gives rise to a nuisance.
4. The exterior of the building shall be cleared of litter at regular intervals.
5. Notices will be positioned at the exits to the building requesting customers to leave in a quiet manner.
6. All external doors and windows must be kept shut at all times when regulated entertainment is being provided, save for normal access and egress.
7. A Dispersal and Smoking Policy will be implemented and adhered to.

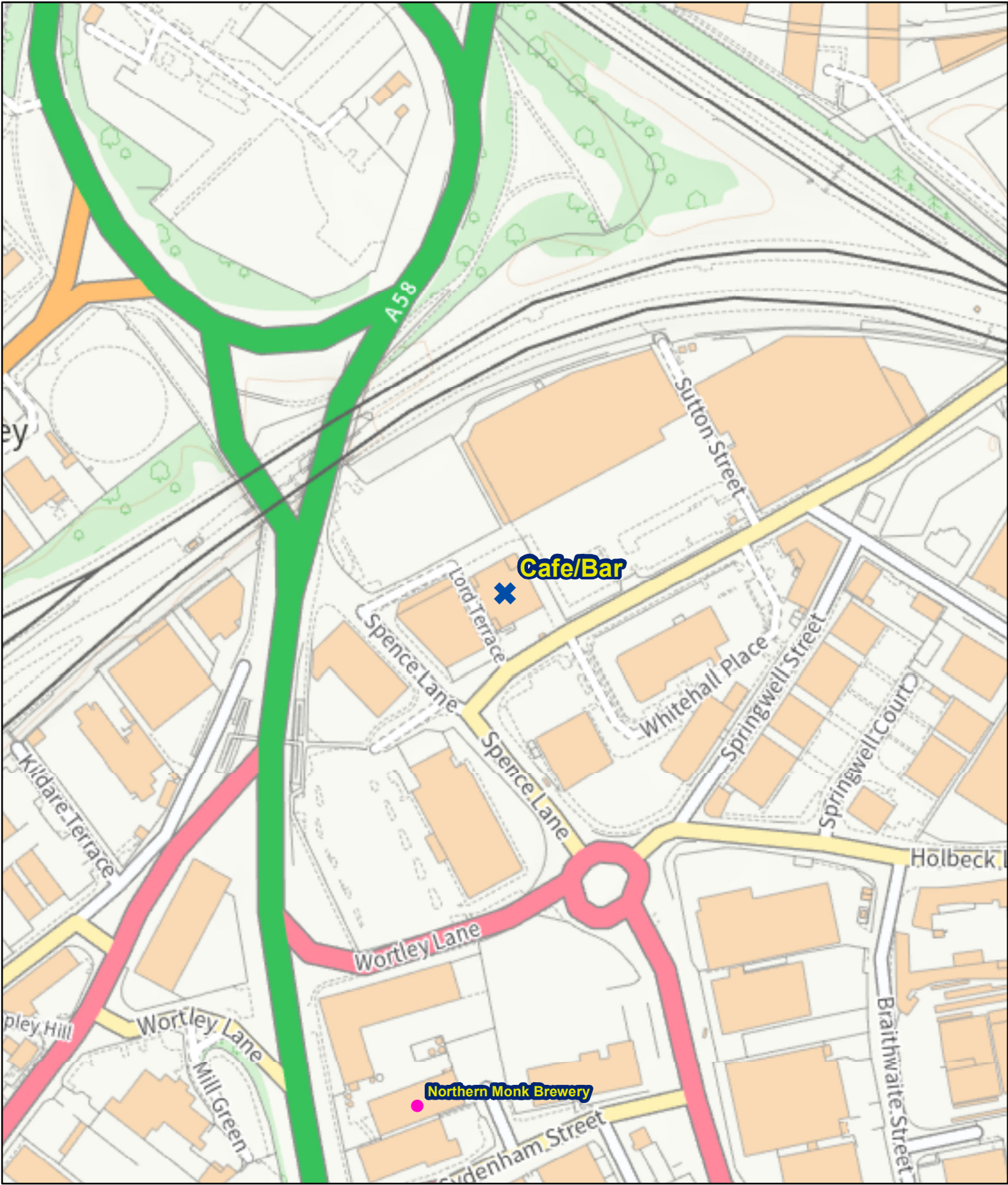
8. The emptying of bins into skips, and refuse collections will not take place between 11pm and 7am.
9. Deliveries to the premises will not take place between 11pm and 7am.
10. All waste shall be properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.

D) The Protection of Children From Harm

1. The Challenge 25 scheme must be operated to ensure that any person who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age shall only comprise a passport, photo card driving licence, an EU/EEA national ID card or similar document, an HM Forces warrant card, a card bearing the PASS hologram, or any electronic or biometric age verification technology approved by the licensing authority.
2. The premises shall display prominent signage indicating that the Challenge 25 scheme is in operation.
3. The premises shall display prominent signage indicating that it is an offence to buy or attempt to buy alcohol for a person who is under 18 and for a person under the age of 18 to buy or attempt to buy alcohol.
4. Staff training will include the Challenge 25 Policy and its operation. In particular, staff shall be trained to take such action as is necessary to prevent the sale of alcohol to persons over the age of 18 where those customers are engaged in the distribution of alcohol to persons under the age of 18. The training must be given to a new member of staff before they commence employment and all staff must receive refresher training every 6 months.

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Appendix C



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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Key		
Neighbouring premises		
	Applicant premises	
	On licence	
	Off licence	
	GA area	Late night refreshment Other

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From: [REDACTED]
To: [REDACTED]
Cc: [Musson, Martyn](#); [Entertainment Licensing](#)
Subject: RE: VERSA (WHITEHALL ROAD) LTD - 2 x NEW PREMISES LICENCES IN LEEDS (VER96/1)
Date: 15 January 2024 16:49:59
Attachments: [image001.png](#)

Hi Becki,
Sincerely much appreciated, and of course I will pass on all your best wishes to Cath when I am next in contact with her.

Martyn / LCC ELS,
Good afternoon,

Please refer to this chain of emails with regards to –

1. PREM/05255 – Café Bar - Kidd House - Versa Studios - Whitehall Road Leeds 12, and
2. PREM/05256 – Stage 4 - Versa Studios - Whitehall Road Leeds 12.

And an agreement with the applicants' solicitors, that in the case of both applications and both the accompanying operating schedules, reference to the CCTV system retaining images for a minimum of 28 days, is replaced in both cases by 31 days.

Subject to this slight amendment being made in the case of both applications as agreed, then West Yorkshire Police have no representations to make with regards to both these applications.

Please acknowledge receipt of this email.

Thank you in advance.

Best regards

Mr Bob Patterson
Leeds District Licensing Officer
Leeds District Licensing Department
Leeds District HQ
Elland Road
LS11 8BU

[REDACTED]

[REDACTED]



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Kuits Solicitors
Kuit Steinart Levy LLP
3 St Mary's Parsonage
Manchester
M3 2RD

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

Contact: Mr Gary Mann

Tel: [REDACTED]

Our reference: 23/083319/EPLA01
15 January 2024

Dear Sir/Madam

Licensing Act 2003

Name and Address of Premises: Cafe/Bar, Ground Floor, Kidd House, Whitehall Road, Leeds, LS12 1AP

We refer to your licensing application for the above premises. We believe you have not given enough information about how you intend to meet a licensing objective, which is to prevent public nuisance. We therefore submit a formal objection to your application that includes information specifically associated with the premises and the area .

You could meet the objective by agreeing to certain measures that we suggest are reasonable and relevant to your application. Please see part 1 of the enclosed document.

If you agree with the measures please complete and sign part 2 of the enclosed form and return it to us as soon as possible. Once we receive the form we will take it that you wish the licensing authority to amend your operating schedule to include those measures as conditions on the licence. If you disagree with the suggested measures then please complete part 3 and return it to us as soon as possible.

If you feel we should consider anything else or you have any questions please do not hesitate to contact us.

If the opening hours you propose under this application differ to those on the current planning approval then you should also apply to Planning Services to vary the hours. If you operate without planning permission you may have not met the relevant planning condition. You can contact Planning Services on 0113 222 4409.

Yours faithfully

[REDACTED]

Mr Gary Mann
Senior Environmental Health Officer

PART 1

To be completed by the responsible authority

Leeds City Council's Environmental Action Service

Proposed Controlled Measures under the Licensing Act 2003

Name and Address of Premises: Cafe/Bar, Ground Floor, Kidd House, Whitehall Road, Leeds, LS12 1AP

This is an application for a café bar, which seeks late night use indoors/outdoors until 0130. There are a number of residential units on the corner of Springwell Road/Whitehall Road, in the building formerly known as 'the Radius', which has recently been developed to form commercial units on the ground floor and over 200 residential above. I am led to believe the development will be called Springwell Gardens So there is potential for disturbance from events, music and patrons.

Having considered the application under the Licensing Act 2003 for the above premises, we consider that the following measures are relevant and reasonable in order to meet the following aim of the licence:

- Prevention of public nuisance

Noise and Vibration

1. Licensable activities shall be conducted and the facilities for licensed activities shall be designed 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.
2. Noise from a licensable activity at the premises will not be audible at the nearest noise sensitive premises at Springwell Gardens (Corner of Springwell/Whitehall Road).
3. All external doors and windows must be kept shut at all times when regulated entertainment is being provided, save for normal access and egress.
4. A Dispersal and Smoking Policy will be implemented and adhered to.
5. There shall be no external loudspeakers
6. Bottles will not be placed in any external receptacle or deliveries take place between 11 pm and 7 am the following day to minimise noise disturbance to neighbouring properties.
7. Noise from plant or machinery shall not be audible at the nearest noise sensitive premises during the operation of the plant or machinery. Plant and machinery shall be regularly serviced and maintained to meet this level.
8. The PLH/DPS 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. Patrons will not use such areas after 11 pm.

9. The activities of persons using the external areas shall be monitored and they shall be reminded to have regard to the needs of local residents and to refrain from shouting and anti social behaviour etc when necessary.
10. The PLH/DPS will adopt a “cooling down” period where music volume is reduced towards the closing time of the premises.

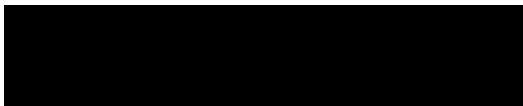
Litter

11. The PLH/DPS shall ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter.

Transport / Pedestrian Movement

12. Clear and legible notices will be displayed at exits, car parks and other circulatory areas requesting patrons to leave the premises quietly 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 anti-social behaviour.
13. Staff will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.

Signed:



Dated:15/01/2023

PART 2

To be completed by the applicant:

**Leeds City Council’s Environmental Action Service
Proposed Controlled Measures under the Licensing Act 2003**

**Name and Address of Premises: Cafe/Bar, Ground Floor, Kidd House, Whitehall Road,
Leeds, LS12 1AP**

I / We

confirm that I am / we are the applicant / the applicant’s representative (*delete as appropriate*)
for the premises as stated above.

In signing this document I / we agree with the measures proposed by Leeds City Council’s
Environmental Action Service, and we provide our consent for the licensing authority to
incorporate the said measures into the operating schedule for the stated premises.

Signed:

Dated:

PART 3

**Name and Address of Premises: Cafe/Bar, Ground Floor, Kidd House, Whitehall Road,
Leeds, LS12 1AP**

I / We

confirm that I am / we are the applicant / the applicant’s representative (*delete as appropriate*)
for the premises as stated above.

I / We formally advise that we are not prepared to accept the proposed measures as
suggested by Leeds City Council’s Environmental Action Service.

In this instance we understand that Leeds City Council’s environmental action service will
maintain their representation to my /our application, which will now proceed to a hearing
before the licensing sub-committee.

Signed:

Dated:

Please return this document to:

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

Issued premises licences and club certificates within an area



PREM/04723/002 - Northern Monk Brewery, Sydenham Road, Holbeck, Leeds, LS11 9RU

Sale by retail of alcohol (for consumption off the premises)	
Every Day	00:00 - 00:01
Sale by retail of alcohol (for consumption on the premises)	
Every Day	09:00 - 22:00
Performance of live music	
Every Day	09:00 - 22:00
Performance of recorded music	
Every Day	09:00 - 22:00

PREM/02651/012 - The Mint Warehouse Ltd, Unit F, Aquatite House, 175 Water Lane, Holbeck, Leeds, LS11 9UD

Sale by retail of alcohol	
Monday to Thursday	12:00 - 04:00
Friday to Sunday	12:00 - 08:00
Provision of late night refreshment	
Every Day	23:00 - 05:00
Performance of a play	
Every Day	12:00 - 21:00
Performance of live music	
Monday to Thursday	12:00 - 04:00
Friday to Sunday	12:00 - 10:00
Performance of recorded music	
Monday to Thursday	12:00 - 04:00
Friday to Sunday	12:00 - 10:00
Performance of dance	
Monday to Thursday	12:00 - 04:00
Friday to Sunday	12:00 - 10:00
Entertainment similar to live music, recorded music or dance	
Monday to Thursday	12:00 - 04:00
Friday to Sunday	12:00 - 10:00

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Report author: Mr Martyn Musson
0113 378 5029

Report of the Chief Officer Elections and Regulatory

Report to the Licensing Sub Committee

Date: Friday 9 February 2024

Subject: Application for the grant of a premises licence for Cafe/Bar Ground Floor, Kidd House, Versa Studios, Whitehall Road, Leeds, LS12 1AP

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

Summary of Main Issues

This is an application for the grant of a premises licence made by Versa (Whitehall Road) Limited, for Stage 4, Versa Studios, Whitehall Road, Leeds, LS12 1AP.

The application describes the premises to act as Film and TV studio space and multi-use event space.

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

Discussions with West Yorkshire Police have resulted in an amendment to the condition regarding the minimum retention period of CCTV footage.

The application has attracted an outright representation from Leeds City Council's Environmental Protection Team and negotiations have been unsuccessful. The representation remains a matter outstanding for the Sub Committee's consideration.

1 Purpose of this Report

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

2 History of the Premises

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

3 The Application

- 3.1 The applicant's name is Versa (Whitehall Road) Limited.
- 3.2 The proposed designated premises supervisor is Alexander Webb-Ingall.
- 3.3 In summary the application is for:

Sale by retail of alcohol, Performance of a play, Exhibition of a film, Performance of live music, Performance of recorded music, Performance of dance & Entertainment similar to live music, recorded music or dance

<i>Monday to Thursday</i>	<i>09:00 - 01:00</i>
<i>Friday & Saturday</i>	<i>09:00 - 02:00</i>
<i>Sunday</i>	<i>09:00 - 01:00</i>

Late night refreshment

<i>Monday to Thursday</i>	<i>23:00 - 01:00</i>
<i>Friday & Saturday</i>	<i>23:00 - 02:00</i>
<i>Sunday</i>	<i>23:00 - 01:00</i>

Non standard timings:

From the start time on New Year's Eve to the terminal hour for New Year's Day.

On the day that British Summer Time commences, one additional hour to disapply its effect.

- 3.4 A redacted version of the application is attached at **Appendix A**.
 - 3.5 The applicant proposes to promote the licensing objectives by taking the steps identified in the separate operating schedule attached at **Appendix B**.
- ## 4 Location
- 4.1 A map which identifies the location of the premises is attached at **Appendix C**.

5 Representations

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

Representations from Responsible Authorities

- 5.2 Not considered a formal representation to the application discussions between the applicant and West Yorkshire Police have resulted in an amendment to the operating schedule, namely the minimum retention period of CCTV footage will be 31 days, rather than 28 days as proposed originally. A copy of the e-mail may be found at **Appendix D**.
- 5.3 An outright representation submitted by the Environmental Protection Team remains a matter for Members' consideration. A copy of the representation may be found at **Appendix E**.

Other representations

- 5.4 There are no other representations.

6 Licensing Hours

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

7 Equality and Diversity Implications

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

8 Options Available to Members

- 8.1 The licensing subcommittee must take such of the following steps as it considers appropriate for the promotion of the licensing objectives:
- Grant the application as requested.

- Grant the application whilst imposing additional conditions and/or altering in any way the proposed operating schedule.
- Exclude any licensable activities to which the application relates.
- Refuse to specify the said person as the designated premises supervisor.
- Reject the whole or part of the application.

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

9 Background Papers

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



PREM1

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

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We Versa (Whitehall Road) Limited apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description
Stage 4, Versa Studios, Whitehall Road, Leeds, LS12 1AP

Telephone number of premises (if any) [Redacted]

Non-domestic rateable value of premises £650000

Part 2 – Applicant Details

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

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

- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

*If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below:

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or X
- I am making the application pursuant to a
 - statutory function or
 - a function discharged by virtue of HIS Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Full Name

Please tick yes

Date of Birth

I am 18 years old or over

Nationality

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

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

SECOND INDIVIDUAL APPLICANT (if applicable)

Full Name

Please tick yes

Date of Birth

I am 18 years old or over

Nationality

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

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

(B) OTHER APPLICANTS

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

Name Versa (Whitehall Road) Limited
Address c/o Allied London, Suit 1, Bonded Warehouse, 18 Lower Byrom Street, Manchester, M3 4AP
Registered number (where applicable) 12059122
Description of applicant (for example, partnership, company, unincorporated association etc.) Private Limited Company
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

Part 3 Operating Schedule

When do you want the premises licence to start?

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

Please give a general description of the premises (please read guidance note 1)
Film and TV studio space and multi-use event space.

If 5,000 or more people are expected to attend the premises

at any one time, please state the number expected to attend

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

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

Please tick yes

Provision of regulated entertainment

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

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

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
				Both	X
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon	09:00	01:00			
Tue	09:00	01:00	State any seasonal variations for performing play (please read guidance note 5)		
Wed	09:00	01:00	Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6)		
Thur	09:00	01:00	From the start time on New Year's Eve to the terminal hour for New Year's Day.		
Fri	09:00	02:00	On the day that British Summertime commences, one additional hour to disapply its effect.		
Sat	09:00	02:00			
Sun	09:00	01:00			

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of a films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
				Both	X
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon	09:00	01:00			
Tue	09:00	01:00	State any seasonal variations for the exhibition of films (please read guidance note 5)		
Wed	09:00	01:00	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6)		
Thur	09:00	01:00	From the start time on New Year's Eve to the terminal hour for New Year's Day.		
Fri	09:00	02:00	On the day that British Summertime commences, one additional hour to disapply its effect.		
Sat	09:00	02:00			
Sun	09:00	01:00			

C

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

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 4)	Both	
Tue					
Wed				State any seasonal variations for the boxing or wrestling entertainment (please read guidance note 5)	
Thur					
Fri				Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list. (please read guidance note 6)	
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
				Both	X
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon	09:00	01:00			
Tue	09:00	01:00			
Wed	09:00	01:00			
Thur	09:00	01:00			
Fri	09:00	02:00			
Sat	09:00	02:00	From the start time on New Year's Eve to the terminal hour for New Year's Day.		
Sun	09:00	01:00			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
				Both	X
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon	09:00	01:00			
Tue	09:00	01:00			
Wed	09:00	01:00			
Thur	09:00	01:00			
Fri	09:00	02:00			
Sat	09:00	02:00	From the start time on New Year's Eve to the terminal hour for New Year's Day.		
Sun	09:00	01:00			

G

Performance of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	X
Mon	09:00	01:00	Please give further details here (please read guidance note 4)		
Tue	09:00	01:00			
Wed	09:00	01:00		State any seasonal variations for the performance of dance (please read guidance note 5)	
Thur	09:00	01:00			
Fri	09:00	02:00	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list. (please read guidance note 6) From the start time on New Year's Eve to the terminal hour for New Year's Day. On the day that British Summer Time commences, one additional hour to disapply its effect.		
Sat	09:00	02:00			
Sun	09:00	01:00			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will the entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
Both	X				
Mon	09:00	01:00	Please give further details here (please read guidance note 4)		
Tue	09:00	01:00			
Wed	09:00	01:00		State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)	
Thur	09:00	01:00			
Fri	09:00	02:00	Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within e), f) or g) at different times to those listed in the column on the left, please list. (please read guidance note 6) From the start time on New Year's Eve to the terminal hour for New Year's Day. On the day that British Summer Time commences, one additional hour to disapply its effect.		
Sat	09:00	02:00			
Sun	09:00	01:00			

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
				Both	X
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon	23:00	01:00			
Tue	23:00	01:00			
Wed	23:00	01:00	State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Thur	23:00	01:00			
Fri	23:00	02:00	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list. (please read guidance note 6)		
Sat	23:00	02:00	From the start time on New Year's Eve to the terminal hour for New Year's Day.		
			On the day that British Summertime commences, one additional hour to disapply its effect.		
Sun	23:00	01:00			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption on or off the premises or both – please tick (please read guidance note 8)	On the premises	
				Off the premises	
				Both	X
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon	09:00	01:00			
Tue	09:00	01:00			
Wed	09:00	01:00			
Thur	09:00	01:00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list. (please read guidance note 6)		
Fri	09:00	02:00	From the start time on New Year's Eve to the terminal hour for New Year's Day.		
			On the day that British Summertime commences, one additional hour to disapply its effect.		
Sat	09:00	02:00			
Sun	09:00	01:00			

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

Name

Alexander Webb-Ingall

Address

[REDACTED]

Personal licence number (if known)

[REDACTED]

Issuing licensing authority (if known)

[REDACTED]

K

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

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	00:01	00:00	
Tue	00:01	00:00	
Wed	00:01	00:00	
Thur	00:01	00:00	
Fri	00:01	00:00	
Sat	00:01	00:00	
Sun	00:01	00:00	

Non standard timings. Where you intend to open the premises to be open to the public at different times from those listed in the column on the left, please list.
(please read guidance note 6)

M

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

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

Please see attached operating schedule.

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

Please see attached operating schedule.

c) **Public safety**

Please see attached operating schedule.

d) **The prevention of public nuisance**

Please see attached operating schedule.

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

Please see attached operating schedule.

Checklist

Please tick to indicate agreement

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable **X**
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected **X**

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

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

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

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

Part 4 – Signatures (please read guidance note 11)

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

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

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

Signature	
Date	
Capacity	

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

Kuits Solicitors
 Kuit Steinart Levy LLP, 3 St Mary's Parsonage, Manchester, M3 2RD

Post town

Post code

Telephone number (if any)

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



Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and

the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.

- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and

- any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
 10. Please list here steps you will take to promote all four licensing objectives together.
 11. The application form must be signed.
 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
 14. This is the address which we shall use to correspond with you about this application.

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

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

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

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

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

They do this in one of two ways:

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

Home Office online right to work checking service

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

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

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

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

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

OPERATING SCHEDULE

A) The Prevention of Crime and Disorder

1. The premises shall operate a CCTV system that complies with the minimum requirements of the West Yorkshire Police's Licensing Team.
2. The premises licence holder must ensure that:
 - (i) Cameras are located within the premises to cover all public areas (not including the toilets) and all entrances and exits;
 - (ii) The system records clear images enabling the identification of individuals;
 - (iii) All recorded footage is securely retained for a minimum period of twenty-eight days;
 - (iv) The CCTV system operates at all times the premises are open for licensable activities;
 - (v) All equipment must have constant and accurate time and date generation;
 - (vi) The CCTV system is fitted with security functions to prevent recordings being tampered with;
 - (vii) There is at least one member of trained staff at the premises during opening hours able to provide viewable copies on request to police or authorised local authority officers as soon as is reasonably practicable in accordance with all relevant data protection legislation.
3. SIA registered door supervisors shall be employed at the premises in accordance with a risk assessment, to be carried out by the DPS on an event by event basis.
4. When employed, all door supervisors on duty at the premises must correctly display their current SIA accreditation and be briefed on their responsibilities and relevant company operating procedures before they commence duty.
5. When employed, all door supervisors shall wear high visibility armbands.
6. When employed, a register of door supervisors shall be maintained at the premises and shall include:
 - (i) The SIA registration number of door staff on duty;
 - (ii) the identity of each member of door staff;
 - (iii) the dates and times the door staff are on duty.
7. Open containers of alcohol shall not be removed from the premises, save for consumption in any delineated external area.
8. All staff authorised to sell alcohol shall be trained in:
 - (i) Relevant age restrictions in respect of products
 - (ii) Prevention of underage sales
 - (iii) Prevention of proxy sales
 - (iv) Maintenance of the refusals log
 - (v) Recognising signs of drunkenness and vulnerability
 - (vi) How overservice of alcohol impacts on the four objectives of the Licensing Act 2003
 - (vii) How to refuse service
 - (viii) The conditions in force under this licence.

This training shall be documented and repeated at 6 monthly intervals. Training records shall be made available for inspection upon request by a police officer or an authorised officer of Leeds City Council.

9. A refusals record must be kept at the premises which details all refusals to sell alcohol. This record must include the date and time of the incident, the name of the staff member who refused the sale, and the reason the sale was refused. All entries must be made within 24 hours of the

refusal. The record must be made available for inspection and copying within a reasonable time of a request by an officer of a Responsible Authority.

10. For any event where licensable activities are to be provided to an audience of 500 people or more, or any other events deemed necessary by the premises licence holder, there shall be an event management plan which shall be provided to an officer of a responsible authority on request.

B) Public Safety

1. The premises licence holder shall ensure that at all times when the public is present there is an appropriate number of competent person(s) able to administer first aid, that an adequate and appropriate supply of first aid equipment and materials is available on the premises, and that adequate records are maintained in relation to the supply of any first aid treatment.
2. Regular safety checks shall be carried out by staff.
3. Management shall liaise with the Fire Authority as necessary to ensure compliance with all necessary fire regulations.
4. Any and all of the following incidents must be noted including pertinent details and, as appropriate, reported promptly so that investigations can be made and action taken:
 - a. alleged crimes reported to the venue or by the venue to the police
 - b. ejections of patrons
 - c. complaints received
 - d. incidents of disorder
 - e. seizures of drugs, offensive weapons, fraudulent ID or other items
 - f. faults in the CCTV system, searching equipment or scanning equipment
 - g. visit by a responsible authority or emergency service
5. Incident logs (which may be kept electronically) must be kept at the premises for at least 6 months and must be made available on request to the police or an authorised officer of the licensing authority.
6. The premises shall maintain public liability insurance.
7. The premises shall have a documented Duty of Care policy for managing intoxicated and vulnerable customers and dealing with incidents of harassment at the premises. The policy shall also include provision for persons refused entry to the premises who are also considered vulnerable by staff.

C) The Prevention of Public Nuisance

1. Noise from amplified music or voices shall not be such as to cause a noise nuisance to occupants of nearby premises.
2. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
3. The exterior of the building shall be cleared of litter at regular intervals.
4. Notices will be positioned at the exits to the building requesting customers to leave in a quiet manner.
5. All external doors and windows must be kept shut at all times when regulated entertainment is being provided, save for normal access and egress.

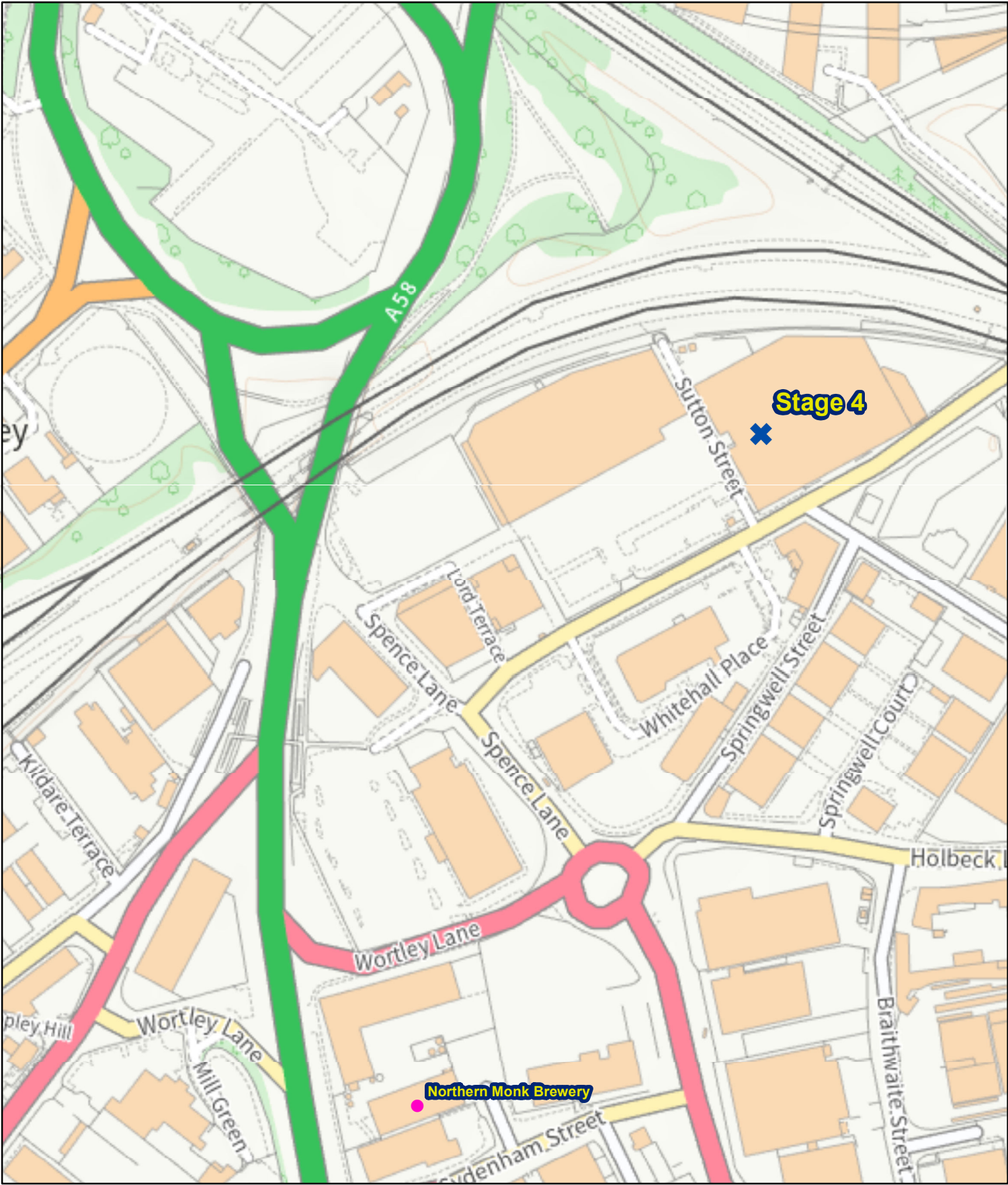
6. A Dispersal and Smoking Policy will be implemented and adhered to.
7. The emptying of bins into skips, and refuse collections will not take place between 11pm and 7am.
8. Deliveries to the premises will not take place between 11pm and 7am.
9. All waste shall be properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.

D) The Protection of Children From Harm

1. The Challenge 25 scheme must be operated to ensure that any person who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age shall only comprise a passport, photo card driving licence, an EU/EEA national ID card or similar document, an HM Forces warrant card, a card bearing the PASS hologram, or any electronic or biometric age verification technology approved by the licensing authority.
2. The premises shall display prominent signage indicating that the Challenge 25 scheme is in operation.
3. The premises shall display prominent signage indicating that it is an offence to buy or attempt to buy alcohol for a person who is under 18 and for a person under the age of 18 to buy or attempt to buy alcohol.
4. Staff training will include the Challenge 25 Policy and its operation. In particular, staff shall be trained to take such action as is necessary to prevent the sale of alcohol to persons over the age of 18 where those customers are engaged in the distribution of alcohol to persons under the age of 18. The training must be given to a new member of staff before they commence employment and all staff must receive refresher training every 6 months.
5. The admission of under 18s shall be the subject of a risk assessment to be undertaken by the DPS on an event by event basis.

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Appendix C



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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Key		
Neighbouring premises		
Applicant premises	On licence	Late night refreshment
CA area	Off licence	Other

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From: [REDACTED]
To: [REDACTED]
Cc: [Musson, Martyn](#); [Entertainment Licensing](#)
Subject: RE: VERSA (WHITEHALL ROAD) LTD - 2 x NEW PREMISES LICENCES IN LEEDS (VER96/1)
Date: 15 January 2024 16:49:59
Attachments: [image001.png](#)

Hi Becki,
Sincerely much appreciated, and of course I will pass on all your best wishes to Cath when I am next in contact with her.

Martyn / LCC ELS,
Good afternoon,

Please refer to this chain of emails with regards to –

1. PREM/05255 – Café Bar - Kidd House - Versa Studios - Whitehall Road Leeds 12, and
2. PREM/05256 – Stage 4 - Versa Studios - Whitehall Road Leeds 12.

And an agreement with the applicants' solicitors, that in the case of both applications and both the accompanying operating schedules, reference to the CCTV system retaining images for a minimum of 28 days, is replaced in both cases by 31 days.

Subject to this slight amendment being made in the case of both applications as agreed, then West Yorkshire Police have no representations to make with regards to both these applications.

Please acknowledge receipt of this email.

Thank you in advance.

Best regards

Mr Bob Patterson
Leeds District Licensing Officer
Leeds District Licensing Department
Leeds District HQ
Elland Road
LS11 8BU

[REDACTED]

[REDACTED]



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Versa (Whitehall Road) Limited
Allied London
Suit 1, Bonded Warehouse
18 Lower Byrom Street
Manchester
M3 4AP

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

Contact: Mr Gary Mann

Tel: [REDACTED]

Our reference: 23/083317/EPLA01
15 January 2024

Dear Sir / Madam

Licensing Act 2003

Name and Address of Premises: , Versa Studios, Studio 4, Whitehall Road, Leeds, LS12 1AP

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 associated with licensable activities to break out of the premises or pass through the fabric of the building to cause noise disturbance to nearby residential/business premises.
- The potential for noise disturbance from the use of outside areas whilst smoking/drinking in the area/s provided/whilst arriving/leaving, including that from vehicles.
- The potential for disturbance from use of external areas from recorded/live music.

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

Description of the applicant venue and the application:

This is an application for indoor and outdoor use for Film and TV studio space with multi-use event space.

Regulated entertainment, sale of alcohol and Late-night Refreshment for internal and external use has been requested, Sunday to Thursday 9am to 1am and Friday and Saturday 9am to 2am. 24-hour access of the premises has been requested for use by the public.

There is considerable outdoor space in which to hold external events, which have the potential to cause disturbance to residents in nearby flats located on Springwell Road and Whitehall Road. As it stands the application would allow 'Carte Blanche' use of the area to operate large scale music-based events. So they could operate over continuous days or weekends, which would cause particular disturbance during summer when residents require windows open for ventilation.

Conclusions reached

Granting this application as it stands would allow multiple large-scale events to take place, which could operate late at night causing disturbance over long distances..

We recommend that the Sub-Committee refuse the application.

We understand that the Sub-Committee may take a different view and grant the application. We recommend that if that is the case we should be given the opportunity to suggest measures as conditions on the licence. We do not say that conditions would effectively prevent public nuisance but that they may go some way to reducing the potential impact.

Yours faithfully

A solid black rectangular box redacting the signature of Mr Gary Mann.

Mr Gary Mann
Senior Environmental Health Officer

Appendix 1 Map of Surrounding Area



- Studio 4 highlighted in yellow
- Residential outlined in red

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.

Issued premises licences and club certificates within an area



PREM/04723/002 - Northern Monk Brewery, Sydenham Road, Holbeck, Leeds, LS11 9RU

Sale by retail of alcohol (for consumption off the premises)	
Every Day	00:00 - 00:01
Sale by retail of alcohol (for consumption on the premises)	
Every Day	09:00 - 22:00
Performance of live music	
Every Day	09:00 - 22:00
Performance of recorded music	
Every Day	09:00 - 22:00

PREM/02651/012 - The Mint Warehouse Ltd, Unit F, Aquatite House, 175 Water Lane, Holbeck, Leeds, LS11 9UD

Sale by retail of alcohol	
Monday to Thursday	12:00 - 04:00
Friday to Sunday	12:00 - 08:00
Provision of late night refreshment	
Every Day	23:00 - 05:00
Performance of a play	
Every Day	12:00 - 21:00
Performance of live music	
Monday to Thursday	12:00 - 04:00
Friday to Sunday	12:00 - 10:00
Performance of recorded music	
Monday to Thursday	12:00 - 04:00
Friday to Sunday	12:00 - 10:00
Performance of dance	
Monday to Thursday	12:00 - 04:00
Friday to Sunday	12:00 - 10:00
Entertainment similar to live music, recorded music or dance	
Monday to Thursday	12:00 - 04:00
Friday to Sunday	12:00 - 10:00

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