



LICENSING SUB-COMMITTEE

MEETING TO BE HELD IN CIVIC HALL, LEEDS ON
TUESDAY, 22ND OCTOBER, 2024 AT 10.00 AM

MEMBERSHIP

Councillors

- A Ali - Gipton and Harehills;
- E Carlisle - Hunslet and Riverside;
- K Haigh - Farnley and Wortley;

**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>	
6			<p><u>HEARINGS</u></p> <p>APPLICATION FOR THE GRANT OF A PREMISES LICENCE FOR ASSOCIATION OF UKRAINIANS IN GREAT BRITAIN, 5 NEWTON GROVE, POTTERNEWTON, LEEDS, LS7 4HW</p> <p>To receive and consider the attached report of the Chief Officer (Elections and Regulatory) regarding an application for the grant of a premises licence made by the Association of Ukrainians in Great Britain Limited, for 5 Newton Grove, Potternewton, Leeds, LS7 4HW.</p> <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. 	7 - 78

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<p>'We strive to ensure our public committee meetings are inclusive and accessible for all. If you are intending to observe a public meeting in-person, please advise us in advance of any specific access requirements that we need to take into account by email (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: 22nd October 2024

Subject: Application for the Grant of a Premises Licence for Association of Ukrainians in Great Britain, 5 Newton Grove, Potternewton, Leeds, LS7 4HW

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Chapel Allerton		
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 the Association of Ukrainians in Great Britain Limited, for 5 Newton Grove, Potternewton, Leeds, LS7 4HW.

The application describes itself as a community center where social and cultural events will be held.

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

The application has attracted 13 representations; 12 from members of the public and a joint objection from the three local ward councillors. The applicant has agreed to adopt measures suggested by West Yorkshire Police prior to them making a formal representation and the agreement included a reduction to the hours proposed for licensable activities.

All objectors have been informed of the reduced hours and the elected members have suggested a further reduction and measures, which the applicant has not agreed to.

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 the Association of Ukrainians in Great Britain Limited.
- 3.2 The proposed designated premises supervisor is Laura Zoryana Benian.
- 3.3 Following the agreement reached with West Yorkshire Police, the application is for:

*Sale by Retail of Alcohol
Every Day 12:00 - 23:30*

*Exhibition of a film, Performance of Dance, Plays, Live Music, Recorded Music and Entertainment similar to live music, recorded music or dance
Every Day 12:00 - 00:00*

- 3.5 A redacted version of the application is attached at **Appendix A**.
- 3.6 The applicant proposes to promote the licensing objectives by taking the steps identified in the "Box M Guidance" which is attached at **Appendix B**.

4 Location

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

5 Representations

- 5.1 Under the Act representations can be received from anyone but 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, West Yorkshire have communicated with the applicant resulting in the proposed operating schedule being amended. The amendments are a reduction in the hours applied for and the incorporation of additional conditions to promote the crime prevention objective. A copy of the e-mail exchange can be found at **Appendix D**.

Other Representations

- 5.3 The application has attracted thirteen representations from the local ward members and members of the public (described as 'other persons' in the legislation). The representation express concerns in relation to all four licensing objectives.
- 5.4 Three representations have been received from members of the public who have expressed concern that they may be at risk of retribution should their details be made public. As such, their personal details have been redacted and they will remain anonymous. For this reason and despite their strength of feeling they will not be attending the hearing and would like their representations to be considered in their absence.
- 5.5 In order to protect personal data, redacted copies of the representations are attached at **Appendix E** and the original versions will be provided to Members of the Licensing Sub Committee in advance of the hearing.

6 Licensing Hours

- 6.1 Members are directed to paragraphs 6.8 to 6.15 of the Statement of Licensing Policy which states the criteria that will be applied to any decision for new applications or variations which include extending hours.
- 6.2 In brief the Policy states at 6.14 that restrictions may be made to the proposed hours of use where, after receiving relevant representations, the council considers it appropriate for the promotion of the licensing objectives to do so.
- 6.3 The council will take into account the existing pattern of licensed premises in an area when considering what is appropriate to promote the objectives. Applications which are significantly out of character for a locality will need to demonstrate that granting the hours sought will not adversely impact on the licensing objectives.
- 6.4 A list of premises in the local area and their licensed hours and activities is provided at **Appendix 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 Sub Committee 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 Sub Committee 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 Sub Committee 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 Association of Ukrainians in Great Britain, Leeds Branch 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
ASSOCIATION OF UKRAINIANS IN GREAT BRITAIN, 5 NEWTON GROVE, POTTERNEWTON, LEEDS, LS7 4HW

Telephone number of premises (if any) [Redacted]

Non-domestic rateable value of premises ££11500

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 please complete section (B)
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 Association of Ukrainians in Great Britain, Leeds Branch
Address 49 Linden Gardens, London, W2 4HG
Registered number (where applicable) 00446916
Description of applicant (for example, partnership, company, unincorporated association etc.) Private company limited by guarantee and having no share capital
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) This is a Ukrainian Community Centre where we hold social and cultural events.

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			
Mon	12:00	02:00	Please give further details here (please read guidance note 4) Times given on the application are to give us flexibility to arrange events at short notice, We don't regularly open mid week, less than once a month. Any activity outdoors will end by 23.00		
Tue	12:00	02:00			
Wed	12:00	02:00	State any seasonal variations for performing play (please read guidance note 5)		
Thur	12:00	02:00			
Fri	12:00	02:00	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)		
Sat	12:00	02:00			
Sun	12:00	02:00			

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			
Mon	12:00	02:00	Please give further details here (please read guidance note 4) Our centre only opens mid week on special occasions less than once a month. Any films shown outside on any days will end by 23.00		
Tue	12:00	02:00			
Wed	12:00	02:00	State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur	12:00	02:00			
Fri	12:00	02:00	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)		
Sat	12:00	02:00			
Sun	12:00	02:00			

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	
Day				Outdoors	
Start	Finish			Both	X
Mon	12:00	02:00	Please give further details here (please read guidance note 4) We are a family community centre and don't regularly open during the week. Any event held outside will finish by 23.00		
Tue	12:00	02:00			
Wed	12:00	02:00	State any seasonal variations for the performance of live music (please read guidance note 5)		
Thur	12:00	02:00			
Fri	12:00	02:00	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)		
Sat	12:00	02:00			
Sun	12:00	02:00			

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	
Day				Outdoors	
Start	Finish			Both	X
Mon	12:00	02:00	Please give further details here (please read guidance note 4) As with all other activities, opening mid week will be less than once a month and any outside activity will end by 23.00		
Tue	12:00	02:00			
Wed	12:00	02:00	State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Thur	12:00	02:00			
Fri	12:00	02:00	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)		
Sat	12:00	02:00			
Sun	12:00	02:00			

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	12:00	02:00		Both	X
Tue	12:00	02:00			
Wed	12:00	02:00			
Thur	12:00	02:00			
Fri	12:00	02:00			
Sat	12:00	02:00			
Sun	12:00	02:00			

Please give further details here (please read guidance note 4)

The centre only opens mid week less than once a month. Dance performances outside will end by 23.00

State any seasonal variations for the performance of dance (please read guidance note 5)

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)

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	12:00	02:00		Both	X
Tue	12:00	02:00			
Wed	12:00	02:00			
Thur	12:00	02:00			
Fri	12:00	02:00			
Sat	12:00	02:00			
Sun	12:00	02:00			

Please give further details here (please read guidance note 4)

Our Community centre doesn't open usually during the week, only on special occasions less than once a month. Although music may be played inside we would not play music after 23.00 outside.

State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)

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)

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	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Thur					
Fri			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					
Sun					

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	X
				Off the premises	
				Both	
Day	Start	Finish			
Mon	12:00	02:00	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Tue	12:00	02:00			
Wed	12:00	02:00	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)		
Thur	12:00	02:00			
Fri	12:00	02:00			
Sat	12:00	02:00			
Sun	12:00	02:00			

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

Laura Zoryana Benian

Address



Personal licence number (if known)

LEEDS/PERL/12076/24

Issuing licensing authority (if known)

Leeds City Council

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	12:00	02:00	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) Our Community centre doesn't open often mid week Monday to Friday, less than once per month. The times declared are to allow us the flexibility to open at short notice should we need to do that.
Tue	12:00	02:00	
Wed	12:00	02:00	
Thur	12:00	02:00	
Fri	12:00	02:00	
Sat	12:00	02:00	
Sun	12:00	02:00	

M

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

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

Please see form Box M that I have uploaded. It shows all the ways we will comply to all licensing objectives. We are absolutely aware of where our community centre is situated and have always ensured that any events organised have not disturbed any of our neighbours. Neither have we had any instances of any other disturbances. This will continue to ensure this happens. We do have a safeguarding policy in force and would ensure we adhere to all licensing laws

b) The prevention of crime and disorder

I have uploaded Form Box M that was sent to me showing how we will comply. All our bar staff will be trained to recognise any signs before situations escalate. They will not sell alcohol to anybody they believe to have already had too much. We will also never sell alcohol to anybody under age and will check ID if there is any question about this. All laws and rules will be adhered to and we will do all we reasonably can do to prevent any disorder or antisocial behaviour

c) Public safety

We are a community centre and will always ensure numbers are limited and there is no overcrowding. Our fire alarms and extinguishers are checked annually and we have a Health and Safety check regularly. Form Box M has been uploaded showing details of how we will comply

d) The prevention of public nuisance

We will ensure any music played is not loud enough to disturb any of the neighbours. At the end of any event people will be asked to leave quietly and we will pick up any litter left by our customers. We will also never serve anybody who appears to be inebriated or underage. Our staff will be taught how to recognise signs of antisocial behaviour. Form Box M has been uploaded showing how we will prevent public nuisance

e) The protection of children from harm

We do have a Safeguarding policy and a Safeguarding officer on our committee. All our staff will be trained in the basic awareness of safeguarding. Form Box M was sent to me and has been uploaded

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)



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)

[REDACTED]

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed

- 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
 - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
 10. Please list here steps you will take to promote all four licensing objectives together.
 11. The application form must be signed.
 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
 14. This is the address which we shall use to correspond with you about this application.

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

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

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

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

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

They do this in one of two ways:

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

Home Office online right to work checking service

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

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

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

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

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

Please complete the details below:

Association of Ukrainians in GB Leeds Branch

5 Newton Grove
Leeds
LS7 4HW

Guidance about this document

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

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

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

The Licensing Authority strongly recommends that you consult with the responsible authorities early in the application process to ensure that the measures you are suggesting are appropriate and sufficient for your application. Contact details for the responsible authorities are in the guidance note in the application pack. Please contact Entertainment Licensing if you cannot find this information.

How to use this document

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

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

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

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

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

General - All Four Licensing Objectives

Suggested measures	Code	<input checked="" type="checkbox"/>
A duly authorised officer of the City Council, a Police Officer or a duly authorised officer of the Fire & Civil Defence authority shall, at all times, have the right of access to the premises for the purpose of ensuring compliance with the conditions of the licence.	9PF001	<input checked="" type="checkbox"/>
Responsibility for the safety and welfare of customers shall, at all times, rest with the Licence Holder/Designated Premises Supervisor.	9PF002	<input checked="" type="checkbox"/>

Designated Premises Supervisor (designated premises supervisor)

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

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

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

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

Suggested measures	Code	<input checked="" type="checkbox"/>
A register shall be maintained at the licensed premises showing the name, licence number and contact details including telephone number, for the designated premises supervisor and personal licence holders responsible for authorising alcohol sales. This register shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the Premises Licence holder or nominated person for a period of 12 months from the date of the last entry.	9PF003	<input checked="" type="checkbox"/>

Incident and Accident Register

Suggested measures	Code	<input checked="" type="checkbox"/>
A register shall be maintained on the premises to record all incidents and accidents. Records should include matters such as anti-social behaviour, admission refusals, ejections, seizure of prohibited items, casualties/unwell customers, welfare and safeguarding matters, accidents, and safety incidents. The records shall include the date, time, and location of the incident; nature of the incident; personal details and contact information for all people involved including any witnesses, SIA and Personal Licence numbers, any crime number and details of police officers attending. A note of	9PF004	<input checked="" type="checkbox"/>

the action taken, and where relevant a note of the actions to prevent any reoccurrence should also be included. The records shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the licence holder for a period of 12 months after the last entry.		
Incident and accident records shall be kept in a bound register with consecutively numbered pages.	9PF005	<input checked="" type="checkbox"/>

or

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

<p>Businesses and organisations may be required to comply with Protect Duty/Martyn’s Law once this is enacted but in any event licence holders are asked to be security-minded and have systems in place for dealing with suspicious items, activities and have a plan should they ever need to respond to an attack.</p> <p>It would be good practice for all businesses and organisations in a locality to be familiar with one another and agree communication channels.</p> <p>Those who are SIA accredited will have received training, but they shall still require induction training on the safety procedures specific to your premises.</p> <p>ProtectUK is a central, consolidated hub for trusted guidance, advice, learning and engagement with experts in security and Counter Terrorism. It will serve as the ‘go to’ resource for free, 24/7 access to the latest information on protective security and will be regularly updated with new engaging content and increased functionality. Please see:</p> <ul style="list-style-type: none"> • ProtectUK: https://www.protectuk.police.uk (includes link to ACT Awareness e-learning) • CPNI (Centre for the Protection of National Infrastructure) https://www.cpni.gov.uk • SCaN (See, Check and Notify) e-learning covering hostile reconnaissance, vigilance, the power of hello, and reporting suspicious activity: https://scan.highfieldlearning.com
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Suggested measures	Code	<input checked="" type="checkbox"/>
The premises licence holder/designated premises supervisor shall have systems in place for dealing with and reporting any suspicious items, activity, or unusual behaviour, including attack response procedures. All employees, volunteers, contractors and security staff shall have a clear understanding of such systems and procedures.	9PF007	<input checked="" type="checkbox"/>

The Prevention of Crime and Disorder

Age Verification

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

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

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

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

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

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

Or

A 'Check 25' scheme shall be used to prevent the sale of alcohol to people under 18 years of age.	9PF009	<input checked="" type="checkbox"/>
All staff deployed in the serving of alcohol and for managing admission to age restricted premises shall be trained on the correct procedures for age verification, the prevention of proxy sales, the prevention of sales to those who appear intoxicated and for dealing with false and any surrendered identification documents.	9PF010	<input checked="" type="checkbox"/>
There shall be a register for the recording of all alcohol sale refusals, including attempted under-age sales, proxy sales and refusals to those who appear intoxicated. Details to be recorded shall include the date, time, name if known, physical description of the person, the reasons, and staff involved and whether CCTV of the incident is available. Any identification document coming into the possession of a member of staff including security staff shall be recorded in the register, including the name of the person/name on the identification document. The register shall be available for immediate inspection by any authorised officer of the responsible authorities and shall be securely retained by the licence holder for a for a period of 12 months from the date of the last entry. The licence holder shall provide secure storage for identification documents and a system for safe disposal, which may include returning to the originating organisation, e.g. DVLA/HM passport office.	9PF011	<input checked="" type="checkbox"/>

CCTV

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

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

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

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

Suggested measures	Code	<input checked="" type="checkbox"/>
<p>A suitable closed-circuit television (CCTV) system shall be in operation whilst members of the public are in attendance. The CCTV system shall record images to cover all areas of the licensed site to which the public have access (save for toilets/showers/changing areas). The CCTV system shall record images to cover external areas used by customers. At least one member of staff shall be on duty at the premises who can operate the system and download recorded images. These images will be downloaded and provided immediately, or where this is not possible as soon as practicable, on request to an officer of a Responsible Authority. The CCTV system shall be capable of retaining images for a minimum of 31 days, will be of good quality and will contain the correct time and date stamp information. The CCTV system and images will be kept in a secure environment to which members of the public will not be permitted access.</p>	9PF012	<input type="checkbox"/>

Security Staff

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

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

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

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

Suggested measures	Code	<input checked="" type="checkbox"/>
The premises licence holder shall provide accredited security staff on the occasions and to the numbers as identified through a risk assessment.	9PF013	<input type="checkbox"/>
Accredited security staff shall be provided on each occasion that the premises are operating under the terms of the Premises Licence. The numbers, days and times during which security staff are present will be identified through a risk assessment carried out by the premises licence holder.	9PF014	<input type="checkbox"/>

Or/and

The minimum number of accredited security staff on duty shall be: _____	9PF015	<input type="checkbox"/>
The days & times during which security staff shall be present as a minimum are:	9PF016	<input type="checkbox"/>
Security staff shall be provided with induction training so that they have a full understanding of their roles and responsibilities and are fully conversant with the policies and procedures unique to the premises, including safeguarding and welfare arrangements, communication methods and emergency response procedures.	9PF017	<input type="checkbox"/>
A security register shall be maintained at the premises for the recording of all security staff on duty on each occasion. The register shall include for each individual: full legible name; SIA registration number; the date and times they commenced and finished duty; and verification by the individual in the form of their signature. This register shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the premises licence holder or nominated person for a period of 12 months from the date of the last entry.	9PF018	<input type="checkbox"/>

Search and Admissions

<p>Depending on the style of your business and audience demographic, you may want to have a policy to prevent illegal substances, weapons, glass, and other prohibited items from being taken onto your premises, and for anyone displaying signs of violence, aggression or under the influence of alcohol or drugs from being prevented access.</p> <p>Only staff who are in possession of the relevant accreditation from the Security Industry Authority (SIA) may conduct physical searches.</p>

Suggested measures	Code	<input checked="" type="checkbox"/>
A search policy shall be in operation and shall be a condition of entry to the premises.	9PF019	<input type="checkbox"/>
Notices shall be prominently displayed at entrances of the premises setting out the search and admissions policy.	9PF020	<input type="checkbox"/>
All staff deployed for conducting searches shall receive training on the search policy, the procedures for reporting and recording incidents and the safe retention of prohibited items.	9PF021	<input type="checkbox"/>

A suitable purpose-made receptacle for the safe retention of illegal substances shall be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police or British Transport Police (as appropriate).	9PF022	<input type="checkbox"/>
The premises licence holder/designated premises supervisor shall inform West Yorkshire Police immediately of any search resulting in a seizure of drugs where the supply of drugs is suspected. Personal use seizures should be placed immediately in the drug safe and recorded in the incident register.	9PF023	<input type="checkbox"/>
The premises licence holder/designated premises supervisor will inform West Yorkshire Police immediately where a search results in the seizure of an offensive weapon.	9PF024	<input type="checkbox"/>
Glass and other sharp objects shall be stored and disposed of safely using suitably secured receptacles.	9PF025	<input type="checkbox"/>

Responsible Alcohol Sales

Suggested measures	Code	<input checked="" type="checkbox"/>
Patrons are not permitted to remove drinks in open bottles/glasses or other open vessel from the licensed premises.	9PF026	<input checked="" type="checkbox"/>
Patrons are not permitted to remove drinks in open bottles/glasses or other open vessel from the licensed premises save for external areas designated as a beer garden or similar.	9PF027	<input checked="" type="checkbox"/>

Public Space Protection Order

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

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

Food Led Premises

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

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

The premises shall be and remain predominantly food led.	9PF029	<input type="checkbox"/>
An agreed number of covers shall be always maintained when the premises are operating. The minimum number of covers shall be _____.	9PF030	<input type="checkbox"/>
The sale/supply of alcohol shall only be made to accompany the sale of food. This does not preclude the sale/supply of alcohol to a person waiting to be seated in the restaurant or at the conclusion of the meal.	9PF031	<input type="checkbox"/>
Table service shall be in operation at all times.	9PF032	<input type="checkbox"/>

Off-Sales (convenience stores and similar)

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

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

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

Alcohol Delivery Services

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

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

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

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

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

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

Suggested measures	Code	<input checked="" type="checkbox"/>
<p>The premises licence holder/designated premises supervisor will belong to a recognised trade body or Pubwatch Scheme where one exists, whose aims include the promotion of the licensing objectives.</p>	9PF053	<input type="checkbox"/>
<p>There shall be a communication link in operation at the premises via radio to the police and other venues in the city centre. This shall be a system recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police. The communication link will be operated to current guidance and all instructions on use agreed. All reasonable police instructions provided via the link shall be complied with.</p>	9PF054	<input type="checkbox"/>

Public Safety

Fire Safety

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

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

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

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

Plans

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

Importantly the plan must be:

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

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

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

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

- Fire alarm and smoke detection points
- Firefighting equipment

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

Alcohol Sales:

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

Outdoor Area Use:

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

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

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

Suggested Measures	Code	<input checked="" type="checkbox"/>
The premises licence holder shall hold a current Fire Risk Assessment which shall be available for inspection by any authorised officer.	9PF055	<input checked="" type="checkbox"/>
All employees, security personnel and volunteers shall receive training on the fire safety arrangements for the premises, including the use of appropriate firefighting equipment, the procedures for raising alarm, safe evacuation, and care of patrons, and for calling the emergency services.	9PF056	<input checked="" type="checkbox"/>
There shall be clear designated routes for access of emergency vehicles always kept available.	9PF057	<input checked="" type="checkbox"/>

Health & Safety

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

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

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

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

Suggested measures	Code	<input checked="" type="checkbox"/>
A suitably trained and competent person shall conduct regular safety checks of the premises including decorative and functional fixtures, floor surfaces, stairways, guarding, glazing and equipment (including electrical appliances) to which the public may come into contact. Records of these safety checks must be kept and made available for inspection by an authorised officer.	9PF058	<input checked="" type="checkbox"/>
Safety checks shall be conducted before each occasion the premises open to the public.	9PF059	<input checked="" type="checkbox"/>
Members of the public shall be prevented from accessing hot food and drink preparation areas to prevent risk of scald or burns.	9PF060	<input checked="" type="checkbox"/>
All drinks shall be served in non-glass containers.	9PF061	<input type="checkbox"/>
No drinks shall be served in cans.	9PF062	<input type="checkbox"/>
No glass containers or cans shall be taken into an area of the premises where a live performance is taking place.	9PF063	
All drinks to be taken outdoors shall be in non-glass containers.	9PF064	<input type="checkbox"/>
Empty bottles and glasses shall be regularly collected and securely disposed, with particular attention to balcony areas, raised levels and outdoor areas.	9PF065	<input checked="" type="checkbox"/>

Special Effects

Will special effects be taking place at the premises, such as strobes, lasers, smoke machines, pyrotechnics?
--

Suggested measures	Code	<input checked="" type="checkbox"/>
The premises licence holder/designated premises supervisor shall have a risk assessment and a health and safety policy for the use of special effects. Those in charge of such effects shall be appropriately trained in the use of special effects and ensure that they are only used for the purpose as intended.	9PF066	<input type="checkbox"/>
The Leeds City Council Health & Safety Team shall be notified 10 days prior to the installation of new display laser equipment or modification of an existing installation.	9PF067	<input type="checkbox"/>
No strobes, lasers or smoke machines will be used at the premises unless there is a clearly displayed warning at the entrance to the premises that such equipment is in use.	9PF068	<input type="checkbox"/>

Safety

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

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

Queue Systems

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

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

First Aid

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

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

Suggested measures	Code	<input checked="" type="checkbox"/>
A suitably trained First Aider or appointed person shall be provided at all times when the premises are open.	9PF072	<input type="checkbox"/>
(Sporting Events) An appropriately qualified medical practitioner shall be present throughout any sporting entertainment.	9PF073	<input type="checkbox"/>
(Premises near a watercourse) Staff holding a current qualification issued by a recognised national body in rescue and life safety procedures will be stationed and remain in the vicinity of any watercourse at all material times.	9PF074	<input type="checkbox"/>
First Aid equipment shall be always available on the premises.	9PF075	<input checked="" type="checkbox"/>
A dedicated equipped first aid/rest room shall be staffed by medically trained personnel whilst the public are in attendance.	9PF076	<input type="checkbox"/>
Staff, SIA security personnel, stewards and volunteers shall be trained in procedures for dealing with unwell members of the public including those who appear to be affected by alcohol or drugs.	9PF077	<input type="checkbox"/>

The Prevention of Public Nuisance

Noise and Vibration

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

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

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

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

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

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

Dispersal

Depending where your premises are located and the closing time you may consider additional measures to reduce impact on the area.

You could consider a cooling down period that allows customers to remain on your premises for a time after the bar has closed. During this time volume can be reduced to aid gradual dispersal.

You could explore having arrangements with a local taxi firm with a dedicated phone line, deploy security staff to external areas until such time all customers have left the area, and display 'polite notices'.

Suggested measures	Code	<input checked="" type="checkbox"/>
There shall be a cooling down period where music volume is reduced towards the closing time of the premises.	9PF090	<input checked="" type="checkbox"/>
Security staff shall be deployed to external areas of the premises until such time that all customers have left the area.	9PF091	<input type="checkbox"/>
The premises licence holder/designated premises supervisor shall ensure that external areas of the premises are monitored until such time that all customers have left the area.	9PF092	<input checked="" type="checkbox"/>
A telephone communication link to private hire/hackney carriage services shall be available for customer use.	9PF093	<input type="checkbox"/>
Polite notices shall be displayed at exits and external areas reminding customers to refrain from shouting and antisocial behaviour.	9PF094	<input checked="" type="checkbox"/>

Litter

Litter brings a negative impact for the area and the environment. To help reduce this you could consider supplying bins and recycling facilities, especially if you are operating a food/drink takeaway service. Smoking shelters or areas where customers chose to stand, and smoke should be provided with receptacles for the safe disposal of cigarette ends and packaging.

Any bin store should be kept tidy and regularly emptied to prevent spillage onto the street and odours. The external areas of your premises should be monitored for discarded litter, and regular litter patrols held if appropriate.

Advertisements/leaflets should be handed out or delivered in a responsible manner to prevent littering of the streets. NB: If you are handing out leaflets on the public highway you may require an additional licence from Leeds City Council.

Suggested measures	Code	<input checked="" type="checkbox"/>
Litter bins shall be available for customer use outside the premises.	9PF095	<input checked="" type="checkbox"/>
The licence holder/designated premises supervisor shall provide litter patrols and litter generated by customers shall be cleared away regularly.	9PF096	<input checked="" type="checkbox"/>
Advertisements and leaflets associated with the premises shall be handed out in a manner to prevent littering, and any discarded material shall be cleared away.	9PF097	<input checked="" type="checkbox"/>

The Protection of Children from Harm

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

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

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

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

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

Sales of Alcohol

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

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

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

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

Gaming and Gambling Activities

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

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

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

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

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

Adult Entertainment

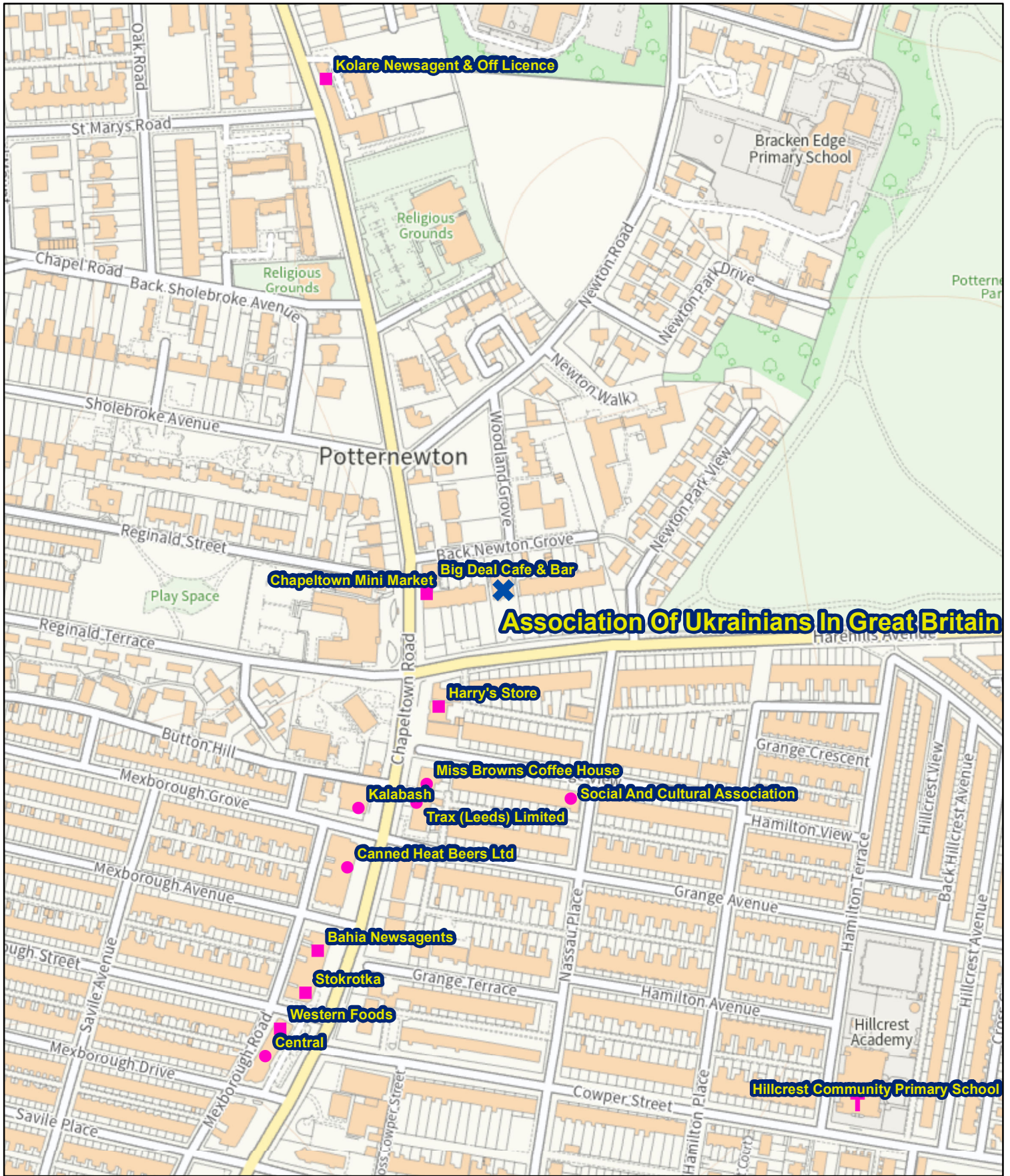
If you plan to provide entertainment of an adult nature, i.e. comedy nights containing strong or offensive language, or the showing of '18' films, then you should consider measures to protect children/young people from exposure to any of its content, and to prevent causing offence to passers-by.

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

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

If you plan to provide adult entertainment in the form of strip tease or nude dancing your application will receive extra scrutiny and is likely to attract representations unless measures are put in place to protect performers, customers, children/young people, and avoid offence to the public. Please note that should you provide relevant entertainment more than 12 occasions per 12 month period or more frequently than monthly you will be required to apply for a Sex Establishment licence.

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



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Key			
	Applicant premises		Neighbouring premises
	Off licence		Late night refreshment
	Area		Other

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From: [REDACTED]
To: [Entertainment Licensing](#)
Cc: [REDACTED]
Subject: Re: Application for licence - 5 Newton Grove (PREM/05399/001)
Date: 11 September 2024 11:17:45
Attachments: [REDACTED]

Hi Martyn

Yes I agree to the change in hours and the CCTV as discussed. The notice should be up by 2 today. [REDACTED]

I'll get the plan updated and sent back to you but I don't think I can arrange for it done today. But yes I'll get it changed as soon as possible
Is all that ok with you?

Regards
[REDACTED]

From: Haywood, Neil [REDACTED]
Sent: Monday, September 9, 2024 9:54 AM
To: [REDACTED]
Cc: Entertainment Licensing <Entertainment.Licen@leeds.gov.uk>; EPTeam <EPTeam@leeds.gov.uk>
Subject: Application for licence - 5 Newton Grove (PREM/05399/001)

Hi [REDACTED]

Many thanks for taking my call today, as discussed, here is a written summary of what we discussed for your consideration.

West Yorkshire Police have to consider the licence as a responsible authority based on what is written on the application. We appreciate the intention of the operations may not reflect what is written on the application. However if the licence allows something, we have to consider it on the basis it will happen as the licence would permit it. In this case, we have to consider that this application to operate 7 days until 2am will happen as it would be permitted on the licence.

West Yorkshire Police would have concerns about crime and disorder and public safety if a 2am licence for 7 days a week was granted. We would submit an objection to the licence if this was not amended. As discussed, West Yorkshire Police are not the licensing authority and you are within your rights to disagree with our representations and ask that a licensing committee decides. In this case a licensing committee will hear the case and make a decision.

I have listened and considered your suggestion to a compromise to the licence end time being amended to midnight. This would be agreeable to us on the basis that the supply of alcohol finish time is amended to 23:30. This would allow a “drinking up” time of ½ an hour prior to the closing time of midnight.

We discussed the requirement for CCTV. West Yorkshire Police feel CCTV is a minimum requirement in all licensable areas (condition 9PF012 on page 5 of the box M guidance you supplied). We discussed that the plans currently show that all areas of the premises are licensable. We discussed an amendment to the plans to specify licensable areas where alcohol consumption will take place, and for the licence to remain an application for consumption “on the premises” which is on Page 8 section 12 of your application. This would prevent consumption in non-licensed areas. Alcohol consumption or sales will not be permitted anywhere that is not marked as a licensed area in the plan. This will reduce the CCTV requirements.

To summarise, the below would satisfy West Yorkshire Police and negate an objection from ourselves.

Amend the application sections A, B, E-H and L to a 00:00 finish time

Amend the application section J to a 23:30 finish time

Amend the Premises plans to specify areas of the building that will be licensed areas where alcohol consumption/sales will take place. Shading them a colour with a highlighter neatly and adding a key on the plans will suffice.

Amend Box M guidance and tick 9PF012 on page 5. Cross out the line that says “The CCTV system shall record images to cover all areas of the licensed site to which the public have access (save for toilets/showers/changing areas)” and add the following line below the box “The CCTV shall record all areas of the licensed site which are marked as licensed areas on the site plans, as well as all external entrances to the site and any corridor/access way/thoroughfare inside the building leading to licensed areas”

If you have any questions or concerns my number is below to discuss.

Kind regards

PC [REDACTED] Haywood
Licensing Officer – Leeds East & Outer South

Leeds District
Elland road Police Station

To report a crime, please ring 101. Always dial 999 in an emergency.



From: [REDACTED]
Sent: Friday, September 6, 2024 9:11 AM
To: Haywood, Neil [REDACTED]
Subject: Re: Application for licence - 5 Newton Grove

You don't often get email from [REDACTED]

WARNING! This email is from an external sender and contains external links or attachments, which means the sender is not from West Yorkshire Police or West Yorkshire Police hosted organisations.
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Hi

I've tried this morning to get through to you on the number you gave with no joy

Could you please give me a call

Thanks

[REDACTED]

Sent from [Outlook for iOS](#)

From: Haywood, Neil [REDACTED]

Sent: Thursday, September 5, 2024 12:45:19 PM

To: [REDACTED]

Subject: Application for licence - 5 Newton Grove

Hi [REDACTED]

I'm emailing from the West Yorkshire Police Licensing Team. I am currently processing your application for a licence at the below premises

Association Of Ukrainians In Great Britain
5 Newton Grove
Potternewton
Leeds
LS7 4HW

Please can you contact me on the below number to discuss it?

Kind regards

PC [REDACTED] Haywood
Licensing Officer – Leeds East & Outer South
[REDACTED]

Leeds District
Elland road Police Station
To report a crime, please ring 101. Always dial 999 in an emergency.



[REDACTED]



Mr Martyn Mussan
RE: PREM/05399/001

SENT VIA E-MAIL

Chapel Allerton Ward
Labour Councillors
Councillor Jane Dowson
Councillor Mohammed Rafique
Councillor Eileen Taylor
Civic Hall
Leeds LS1 1UR

Tel: [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

Our ref: JD/MR/ET/AA
Date: 10 September 2024

Dear Martyn

RE: Licensing Application: PREM/05399/001 – Association of Ukrainians in Great Britain, 5 Newton Grove, Potternewton, Leeds LS7 4HW

We are writing to inform you that we would like to oppose/object to the Licensing Application above for the following reasons:

A 2.00am finish for events seven days a week is not acceptable as it would cause disruption in the surrounding area and unnecessary noise in the early hours of the morning.

We feel that the venue can cover most proposed events with ten individual requests as, and when an event is organized.

The venue is surrounded on both sides, in front and behind by residential accommodation so noise nuisance would be our main concern both from the venue, and also the noise made by people coming and going from the venue as there are roads to the front and rear.

We are aware that the venue use their outside areas for entertainment and BBQ's etc., which is also a concern if it were to stretch into the late evening.

We trust our comments will be taken into account when considering this application, and should officers decide to approve the application, we request that the application is put before the Licensing Panel for determination.

Yours sincerely

[REDACTED]

Councillor Jane Dowson

Councillor Mohammed Rafique

Councillor Eileen Taylor

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Licensing Application - Objection - Ukrainian Community Centre - 12.09.24
Date: 24 September 2024 09:24:27

Dear Martin

I think its fair to say Cllr Rafique, Cllr Taylor and I have thought long and hard about this.

We often attend events at the centre during the day and recognise the needs of the centre for income generation. We also know the layout with the lovely Paquet floored ballroom ground floor rear leading out onto the large paved area and the bar and rooms ground floor front leading on to the garden. We also know the area and residents who live around the building. So know fully the issues from all sides so are looking for a compromise.

We would like to propose the following:-

Alcohol 11am to 10.30 Sunday, Monday, Tuesday, Wednesday, and Thursday with entertainment to 11pm

Alcohol 11am to 11pm Friday and Saturday with entertainment to 11.30pm?

No use of the garden to the front and the hard surfaced area to the rear of the building after 9pm and no noise emanating from the premises after 9pm

There is still the opportunity to extend the times with Temporary Event Notices if they have bookings for the rooms and this will limit the disturbance to neighbours.

Regards

Jane on behalf of Cllr Rafique and Cllr Taylor

Cllr Jane Dowson

Chapel Allerton Ward

Deputy Executive Member
(Culture, Libraries, Parks, Best City Plan)
Leeds Armed Forces Champion

From: [REDACTED]
Sent: Tuesday, September 24, 2024 7:22 AM
To: [REDACTED]
Subject: Re: Licensing Application - Objection - Ukrainian Community Centre - 12.09.24

I agree also Jane . Many thanks

From: Taylor, Cllr Eileen [REDACTED]
Sent: Tuesday, September 24, 2024 7:20:39 AM

To: Dowson, Cllr Jane [REDACTED]; Rafique, Cllr Mohammed
[REDACTED]

Subject: Re: Licensing Application - Objection - Ukrainian Community Centre - 12.09.24

Agree

Eileen

From: Dowson, Cllr Jane [REDACTED]

Sent: Monday, September 23, 2024 11:18:11 PM

To: Rafique, Cllr Mohammed [REDACTED]; Taylor, Cllr
Eileen [REDACTED]

Subject: RE: Licensing Application - Objection - Ukrainian Community Centre - 12.09.24

Taking all comments on board, what do you think?

Alcohol 11am to 10.30 Sunday, Monday, Tuesday, Wednesday and Thursday with
entertainment to 11pm

Alcohol 11am to 11pm Friday and Saturday with entertainment to 11.30pm?

No use of the garden and are to rear of the building after 9pm and no noise from the
premises after 9pm

JD

Cllr Jane Dowson

Chapel Allerton Ward

Deputy Executive Member

(Culture, Libraries, Parks, Best City Plan)

Leeds Armed Forces Champion

Objection 02

From: [Musson, Martyn](#)
To: [Musson, Martyn](#)
Subject: FW: Application: PREM/05399/001 Association of Ukrainian Centre
Date: 23 September 2024 10:50:09

From: [REDACTED]
Sent: Wednesday, September 18, 2024 4:46 PM
To: Entertainment Licensing <Entertainment.Licen@leeds.gov.uk>
Subject: Application: PREM/05399/001 Association of Ukrainian Centre

Hello

I would like to speak in opposition to the the licensing of Ukrainian Centre 5 newton grove

I live at [REDACTED] This is a residential area with a private road at front taht gets littered by events at places such UKrainian Centre. Loud music as was often played previously durin temporary licences say for carnival and other events makes our windows rattle which is quite a bit of disruption to residential life.

The street can become crowded with lots of people and cars and again this is a disruption

To itemise areas of concern are:

- 1) Noise pollution - rattling windows, drunk people on streets
- 2) traffic / cars taking up places where residents park (already limited space)
- 3) rubbish such as beer cans and bottles being dumped on street and road both back and front of newton grove.

warmest

[REDACTED]

Resident

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

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

Objection 03

From: [Musson, Martyn](#)
To: [Musson, Martyn](#)
Subject: FW: PREM/05399/001 FW: Prem/05399/001 Association of Ukrainians Newton Grove
Date: 23 September 2024 10:51:52

From: [REDACTED]
Sent: Wednesday, September 18, 2024 5:38 PM
To: Entertainment Licensing <Entertainment.Licen@leeds.gov.uk>
Subject: Prem/05399/001 Association of Ukrainians Newton Grove

Good afternoon,

I would like to oppose the mentioned licence application.

I'm a resident of [REDACTED] on Woodland Grove.

Whilst I appreciate that the centre wish to diversify in order to continue, as a local resident I believe this will have a detrimental impact to local residents.

1) Noise from the venue: there is already a church group that meets on a Sunday who's music can be heard and when they practice mid week, add in people going to and from the venue in drink at 0200 in a residential street.

This is mostly residential with people working, I myself get up at 0430. Noise from people leaving at 0200 or 0300 in the morning in the week would be intolerable. The weekend may not be as bad.

2) Vehicles and parking- the centre only has a small parking area onto Back Newton Grove. Meaning taxis and people attending would need to park on street. Back Newton Grove and Woodland Grove are narrow streets and can be busy for resident parking. When the church group meets, people park on both sides of the street, making it almost impossible to drive safely in and out.

I hope these factors will be taken into account when the license committee reviews the application

Kind Regards

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

[Sent from Yahoo Mail for iPhone](#)

Objection 04

From: [Musson, Martyn](#)
To: [Musson, Martyn](#)
Subject: FW: PREM/05399/001 5 Newton Grove
Date: 23 September 2024 10:54:20

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

From: [REDACTED]
Sent: Wednesday, September 18, 2024 7:18 PM
To: Entertainment Licensing <Entertainment.Licen@leeds.gov.uk>
Subject: PREM/05399/001 5 Newton Grove

[REDACTED]

Dear Councillors,

Regarding the licensing application PREM/05399/001 - Assoc Ukrainians in GB, 5 Newton Grove, LS7 4HW.

I would like to strongly oppose this application as a resident of [REDACTED]. As mentioned in your letter, the premises is surrounded on all sides by residential dwellings and this would cause ongoing noise nuisance.

The properties of Newton Grove are all listed buildings with poor noise insulation which means any and all sound from outside is heard from within. As an autistic person and shift worker I am already struggling greatly with the noise levels in the area, and this premises license would make it entirely unmanageable.

I also have concerns about the potential for drunk and disorderly behaviour on this small, private side street. In addition to the noise, the area is already affected by lots of littering, which increases when nearby businesses hold events with alcohol. I am concerned this would also be the case for the Ukrainian centre.

Many thanks.

Objection 05

From: [Musson, Martyn](#)
To: [Musson, Martyn](#)
Subject: FW: PREM/05399/001 FW: Licensing Application: PREM/05399/001
Date: 23 September 2024 10:59:20

From: [REDACTED]
Sent: Thursday, September 19, 2024 10:34 AM
To: Entertainment Licensing <Entertainment.Licen@leeds.gov.uk>
Subject: Licensing Application: PREM/05399/001

Dear Licensing Authority members,

RE: Licensing Application PREM/05399/001 — Association of Ukrainians in Great Britain, 5 Newton Grove, Potternewton, Leeds LS7 4HW

We are writing to object to the Licensing application above. 5 Newton Grove is surrounded on all sides by residential accommodation. We live [REDACTED] from the building and are concerned about the impact on noise and parking. It would be wholly inappropriate to have potential noise problems from entertainment extending the late into the evening. There is no restriction in the application to the use of indoor spaces only. The address has no parking area and there is limited parking in the area as most homes do not have off-street parking. There would be noise from people arriving and departing both in the front of the property and the rear which open out to roads. We also think that a seven day a week license for sale of alcohol and live and recorded performances with apparently very long opening hours. 12.00 noon? - 2.00 AM? is inappropriate. We would hope that the application as applied for will be rejected.

[REDACTED]
[REDACTED]
[REDACTED]

Objection 06

From: [Musson, Martyn](#)
To: [Musson, Martyn](#)
Subject: FW: Licensing application PREM/05399/001
Date: 23 September 2024 11:02:42

From: [REDACTED]
Sent: Thursday, September 19, 2024 11:59 AM
To: Entertainment Licensing <Entertainment.Licen@leeds.gov.uk>
Subject: Licensing application PREM/05399/001

[REDACTED]
[REDACTED]

Re: Licensing application PREM/05399/001
Association of Ukrainians in Great Britain, 5 Newton Grove, Potternewton, Leeds, LS7
4HW

Application for proposed licensable activities.

We wish to object to the application to sell alcohol and to put on entertainment, including live and recorded music, during the time period 12.00 – 02.00 every day of the week.

As Chapeltown residents, we are very aware that an at the moment safe and reasonably quiet terrace, consisting of listed Victorian buildings, can very quickly become a dangerous and difficult environment, especially if the building right in the centre of the terrace becomes a focus for late night entertainment and the drinking of alcohol.

We are also very aware that when a similar venue was opened locally, the HQ Bar of Newton Road, LS7 4HX, within a year it had to close because of the rising incidents of violence and drug taking and as far as we know, no one has done any research to show that the same thing would not happen again. A small bar has recently opened on Chapeltown Road, set in the parade of shops that back on to Newton Grove, this small venue is already causing some distress to neighbours, as young men, often after drinking alcohol there, tend to congregate on the corner of Back Newton Road and Chapeltown Road, opposite the Reginald Centre. They have recently been heard making suggestive comments to young women who have to pass them on their way home; one of our daughters now only uses the [REDACTED] because of this. If there is to be another much larger drinking venue on Newton Grove itself, which is a very narrow pathway, this would potentially make it very difficult for people to access their homes late at night, as they would have potential trouble to negotiate, whether they walked down Back Newton Grove or Newton Grove. Several older people, like ourselves, live in the immediate vicinity of the Ukrainian Centre, and we are very aware of how far noise travels when there is an event there. There are also people with severe health problems who live very close to where it is proposed to have activities going on every day of the week until 2AM in the morning. The terrace is occupied by many long-term residents who have been with housing associations for a long time, or who own their own houses; these residents, like

ourselves, moved into this area because it is safe and the access route along Newton Grove offers people protection from the fast traffic that travels along Harehills Ave. The introduction of a venue of this sort, will of course also bring with it problems in relation to car parking. Back Newton Grove is already congested and people already have to walk in the street because car drivers are parking on pavements. Newton Grove is a pedestrian only access route to the terrace and we would not feel safe walking home down such an enclosed path if half way along it there was a venue whereby people who drink alcohol might well be hanging around, looking for trouble.

For all of the above reasons we object to the application.

Yours sincerely,

A solid black rectangular box used to redact the signature of the sender.

Objection 07

From: [Musson, Martyn](#)
To: [Musson, Martyn](#)
Subject: FW: PREM/05399/001 FW: licensing application PREM/05399/001 (Association of Ukrainians in Great Britain)
Date: 23 September 2024 11:05:25

From: [REDACTED]
Sent: Thursday, September 19, 2024 12:37 PM
To: Entertainment Licensing <Entertainment.Licen@leeds.gov.uk>
Subject: licensing application PREM/05399/001 (Association of Ukrainians in Great Britain)

Your Ref [REDACTED]

The application for 5 Newton Grove would seem entirely inappropriate , given the location , and the late hours being applied for . (is that really 2am , or have I missread it ?) . The area is entirely surrounded by domestic dwellings , and although we are probably far enough away not to suffer any great inconvenience , this seems to garentee noise and disturbance for the immediate area .

Objection 08

From: planning.comments@leeds.gov.uk
To: [Musson, Martyn](#)
Subject: Comments for Licensing Application PREM/05399/001
Date: 19 September 2024 13:37:09

Comments summary

Dear Sir/Madam,

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

Comments were submitted at 19/09/2024 1:37 PM from [REDACTED]

Application Summary

Address: 5 Newton Grove Potternewton Leeds LS7 4HW

Proposal: Premises Licence - New Application

Case Officer: Mr Martyn Musson

[Click for further information](#)

Customer Details

Name: [REDACTED]

Email: [REDACTED]

Address: [REDACTED]

Comments Details

Commenter Type: Neighbour response

Stance: Customer objects to the Licensing Application

Reasons for comment:

Comments: 19/09/2024 1:37 PM This is a residential street. They already have events going on until the early hours and the noise is extremely intrusive. They have no soundproofing and the sound carries. The parking is also an issue as there is no room for all the extra vehicles. Numerous times access is blocked for people living on the street. Unfortunately, due to it's location, their late night events attract some very rowdy people which inevitably spills out onto the street. It can be 3am before people actually leave the area post events. The daytime children's events are fine though.

Kind regards

Objection 09

From: [Musson, Martyn](#)
To: [Musson, Martyn](#)
Subject: FW: Licensing Application: PREM/05399/001
Date: 23 September 2024 11:36:14

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

From: [REDACTED]
Sent: Sunday, September 22, 2024 9:58 PM
To: Entertainment Licensing <Entertainment.Licen@leeds.gov.uk>
Subject: Licensing Application: PREM/05399/001

[REDACTED]

Hi

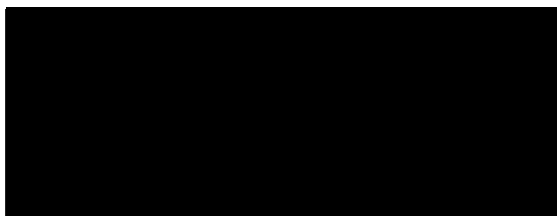
I am a resident at [REDACTED] I have been resident here since 1986. I would like to oppose this application. I believe the sale of alcohol, and playing of music till early hours in the morning will cause much disruption in harmony in a residential area as there are children who need to get up early for school.

Another issue is parking, whenever there is an event at the this centre, people attending the Association of Ukrainians park their cars outside my house and i have to find parking space further away. I am an elderly resident and cannot walk a long distant.

I hereby oppose this application.

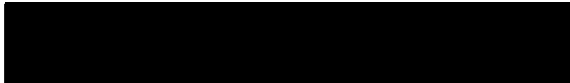
Kind regards

[REDACTED]



Re. Licensing application PREM/05399/001
Association of Ukrainians: 5 Newton Grove

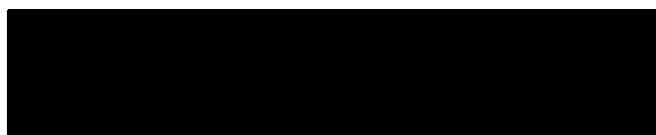
Application for proposed licensable activities
I wish to object to the application.

As someone living 
to the Ukrainian Club, I have been here
long enough to know that the last time
entertainment events were put on there,
they were so noisy that I could not get
to sleep and it was stopped from holding
late night events, because of this.

I am now 75 and have had a stroke,
so I am in a delicate condition, where loud
noises can seriously effect my health.

This is a residential street and not
suitable for late night events.

Yours sincerely



From: [REDACTED]
To: [Entertainment Licensing](#)
Subject: Licensing application PREM/05399/001
Date: 25 September 2024 15:50:48
Attachments: [REDACTED]

[REDACTED]

Re: Licensing application PREM/05399/001
Association of Ukrainians in Great Britain, 5 Newton Grove, Potternewton, Leeds, LS7
4HW

Application for proposed licensable activities.

[REDACTED] has written a letter to oppose the application, however he does not have a computer and is housebound because he has had a stroke. Therefore he has asked me to scan his letter in and send it to you. See attached.

Yours sincerely [REDACTED]

Objection 11

From: [REDACTED]
To: [Entertainment Licensing](#)
Subject: Application PREM/05399/001 Ukrainian centre
Date: 26 September 2024 11:51:14

You don't often get email from [REDACTED]

Dear Sir/Madame

I would like to object to the application above for the following reason.

1) Noise. I live 2 streets away and can easily hear when an event is taking place here. The level of noise from music is unacceptable and causes deep annoyance. People cause considerable noise coming and going but also hanging about the front and rear of the property. Also the building itself wasn't built to hold in noise to this level.

2) Antisocial behaviour. When events take place here a lot, and I mean a lot, of people stand around outside the property and up and down the back street causing noise, harassing people, especially women, urinate and defecate outside, leave rubbish from food and drinks outside and make it impossible to drive along the street.

3) Drug misuse. The back street is a bit of a hot spot for drug exchange and use. This massively rises during events. It's unlikely that the police could safely intervene without causing more trouble.

The building has a long history of trouble and noise during events. It is no longer associated with the Ukrainian community and provides no positive services or impact in the area.

The people who live directly along the block should be directly talked to as the impact on them will be massive. I'm aware that some people move out and sleep at friends or family if there's an event. 7 days a week would be impossible for them to continue any sort of life. This communication should be done privately as there has already been threats and intimidation towards anyone who might object.

Please let me know if you receive this email and/or if you wish to discuss anything further. My telephone number is [REDACTED] and I live at [REDACTED]

[REDACTED]

[REDACTED]

Objection 12

From: [Musson, Martyn](#)
To: [Musson, Martyn](#)
Subject: FW: Licensing Application: PREM/05399/001
Date: 27 September 2024 10:02:06

From: [REDACTED]
Sent: Thursday, September 26, 2024 4:00 PM
To: Entertainment Licensing <Entertainment.Licen@leeds.gov.uk>
Subject: Licensing Application: PREM/05399/001

Dear Licensing Application, Leeds City Council,

Licensing Application: Prem/05399/001
Association of Ukrainians in Great Britain, 5 Newton Grove
Potternewton, Leeds LS7 4HW

As a resident who lives at number [REDACTED]. I would like to object to the licensing application above on the following grounds:

- The venue is in a built-up residential area in a row of terrace houses. This is not an appropriate place for a club/bar.
- The venue will result in noise pollution and nuisance.
- The venue will result in the increased flow of people traffic coming and going at all times of day and night.
- The venue will increase the litter, street waste and food waste in the area. The area already suffers from significant street litter and fly-tipping.
- The front of the venue is situated behind a large, tall stone wall with a long private path. This is not visible by any CCTV which, opens this area up to anti-social behaviour and violence. Therefore, making it unsafe for the residents of this street.
- The rear of the venue sits on a back street which also sits out of view from CCTV and out of sight if any violence or anti-social behaviour was to occur.
- The risk of significant anti-social behaviour is high because alcohol will be served.
- The venue in general will have a negative impact on the area for all the above reasons and will set the area back.
- The Venue will cause anxiety and effect the health and well-being of the residents and persons who need to sleep and get up for work the next day.

Thank you!

I look forward to hearing from you.

Yours sincerely,

[REDACTED]

[REDACTED]

Objection 13

From: [Musson, Martyn](#)
To: [Musson, Martyn](#)
Subject: FW: Licensing Application PREM/05399/001
Date: 27 September 2024 10:05:09

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

From: [REDACTED]
Sent: Thursday, September 26, 2024 11:07 PM
To: Entertainment Licensing <Entertainment.Licen@leeds.gov.uk>
Subject: Licensing Application PREM/05399/001

[REDACTED]

Hi,

I would like to object to the licensing application on the following grounds:

The venue is in a residential area of terraced houses one of them being my family home.

They have been events previously at this venue which caused noise pollution, anti-social behaviour, street littering, human faeces and urine smells in the private pathway behind the stone wall and to the front of the properties.

The venue does not have adequate parking for cars which causes congestion to the front of the property and pavement of Harehills Avenue. And to the rear Back Newton Grove. Where on many occasions I haven't been able to park [REDACTED].

They is also no CCTV available at the front or rear of the property therefore, making it a safe haven for any anti-social behaviour and violence.

Newton Grove is a street of people, various ages, working, retired and vulnerable. Who would not appreciate the loud music and noise pollution of people leaving the venue in the early hours.

I look forward to hearing from you.

Kind regards,

[REDACTED]

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Issued premises licences and club certificates within an area



PREM/04693/001 - Kalabash, Unit C, 231 - 235 Chapeltown Road, Chapeltown, Leeds, LS7 3DX

Sale by retail of alcohol
Every Day 12:00 - 23:00

PREM/01912/002 - Social And Cultural Association, 30 Grange View, Chapeltown, Leeds, LS7 4EP

Sale by retail of alcohol
Monday to Saturday 11:00 - 23:00
Sunday 12:00 - 22:30
Performance of recorded music
Every Day 00:00 - 23:59

PREM/04716/003 - Canned Heat Beers Ltd, 223 Chapeltown Road, Chapeltown, Leeds, LS7 3DX

Sale by retail of alcohol
Every Day 00:00 - 23:59

PREM/00112/003 - Sholebroke Newsagents And Off Licence, 45 - 47 Sholebroke Mount, Potternewton, Leeds, LS7 3JG

Sale by retail of alcohol
Monday to Saturday 08:00 - 23:00
Sunday 10:00 - 22:30

PREM/03254/005 - Harrys Store Limited, 187 Spencer Place, Chapeltown, Leeds, LS7 4DX

Sale by retail of alcohol
Every Day 09:00 - 23:00

PREM/02260/001 - Potternewton Park, Harehills Lane, Chapeltown, Leeds, LS7

Sale by retail of alcohol
Monday to Saturday 10:00 - 23:00
Sunday 12:00 - 22:30
Performance of a play
Every Day 08:00 - 23:00
Exhibition of a film
Every Day 08:00 - 23:00
Indoor sporting events
Every Day 08:00 - 23:00
Boxing or wrestling entertainment
Every Day 08:00 - 23:00
Performance of live music
Every Day 08:00 - 23:00
Performance of recorded music
Every Day 08:00 - 20:00
Performance of dance
Every Day 08:00 - 23:00
Entertainment similar to live music, recorded music or dance

Every Day	08:00 - 23:00
PREM/02219/V01 - Bahia Newsagents, 207 Chapeltown Road, Chapeltown, Leeds, LS7 3DX	
Sale by retail of alcohol	
Every Day	06:30 - 23:00
PREM/05272/001 - Neils Superstore, 9 - 11 Reginald Row, Potternewton, Leeds, LS7 3HP	
Sale by retail of alcohol	
Every Day	09:00 - 22:00
PREM/01789/003 - Chapeltown Mini Market, 170 Chapeltown Road, Chapeltown, Leeds, LS7 4HP	
Sale by retail of alcohol	
Monday to Saturday	08:00 - 23:00
Sunday	10:00 - 22:30
PREM/04762/001 - Harry's Store, 166 Chapeltown Road, Chapeltown, Leeds, LS7 4EE	
Sale by retail of alcohol	
Every Day	08:00 - 23:00
PREM/02948/009 - Miss Browns Coffee House, 152 Chapeltown Road, Chapeltown, Leeds, LS7 4EE	
Sale by retail of alcohol	
Saturday	07:30 - 23:30
Sunday to Friday	07:30 - 23:00
Performance of live music	
Every Day	07:30 - 22:00
Performance of recorded music	
Every Day	07:30 - 22:00
Performance of dance	
Every Day	07:30 - 22:00
Entertainment similar to live music, recorded music or dance	
Every Day	07:30 - 22:00
PREM/00719/V01 - Trax (Leeds) Limited, 148 Chapeltown Road, Chapeltown, Leeds, LS7 4EE	
Sale by retail of alcohol	
Monday to Wednesday	11:00 - 23:00
Thursday	11:00 - 02:00
Friday & Saturday	11:00 - 04:30
Sunday	12:00 - 01:30
Provision of late night refreshment	
Friday & Saturday	23:00 - 02:00
Performance of live music	
Monday to Wednesday	11:00 - 23:00
Thursday	11:00 - 02:00
Friday & Saturday	11:00 - 04:30
Sunday	12:00 - 01:30
Performance of recorded music	
Monday to Wednesday	11:00 - 23:00
Thursday	11:00 - 02:00
Friday & Saturday	11:00 - 04:30
Sunday	12:00 - 01:30

Performance of dance

Monday to Wednesday

11:00 - 23:00

Thursday

11:00 - 02:00

Friday & Saturday

11:00 - 04:30

Sunday

12:00 - 01:30

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