



LICENSING SUB-COMMITTEE

**MEETING TO BE HELD IN CIVIC HALL, LEEDS ON
MONDAY, 11TH JANUARY, 2010 AT 10.00 AM**

MEMBERSHIP

Councillors

J Dunn - Ardsley and Robin Hood;
T Hanley - Bramley and Stanningley;
G Wilkinson - Wetherby;

**Agenda compiled by:
Tel No:
Governance Services
Civic Hall
LEEDS LS1 1UR**

**Helen Gray
247 4355**

A G E N D A

Item No	Ward	Item Not Open		Page No
1			<u>PRELIMINARY PROCEDURES</u> ELECTION OF THE CHAIR	
2			APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded) (*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Chief Democratic Services Officer at least 24 hours before the meeting)	

Item No	Ward	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	Item Not Open		Page No
5			<p>DECLARATIONS OF INTEREST</p> <p>Members are reminded to declare any interests at the start of the hearing on each application for the purpose of Section 81 (3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of conduct</p> <p><u>HEARINGS</u></p>	
6	Garforth and Swillington;		<p>"OULTON & WOODLESFORD SPORTS AND SOCIAL CLUB" - APPLICATION FOR THE VARIATION OF A CLUB PREMISES CERTIFICATE FOR THE PREMISES KNOWN AS "OULTON & WOODLESFORD SPORTS & SOCIAL CLUB" THE PAVILLION, ABERFORD ROAD, OULTON LEEDS, LS26 8EL</p> <p>To consider the report of the Assistant Chief Executive (Corporate Governance) on an application for the variation of a club premises certificate for the premises known as "Oulton & Woodlesford Sports & Social Club" The Pavillion, Aberford Road, Oulton, Leeds, LS26 8EL.</p> <p>(Report attached)</p>	1 - 60
7			<p>"UK JEWISH FILM FESTIVAL ON TOUR" - APPLICATION FOR THE CERTIFICATION OF FILMS TO BE SHOWN AT THE "UK JEWISH FILM FESTIVAL" AT A NUMBER OF VENUES THROUGHOUT LEEDS</p> <p>To consider the report of the Assistant Chief Executive (Corporate Governance) on an application for the certification of films to be shown at the UK Jewish Film Festival on Tour at various venues throughout Leeds,</p> <p>(Report attached)</p>	61 - 68

Report of the Assistant Chief Executive (Corporate Governance)

Report to the Licensing Sub Committee

Date: 11th January 2010

Subject: Application for the Variation of a Club Premises Certificate for :Oulton & Woodlesford Sports & Social Club, The Pavilion, Aberford Road, Oulton, Leeds LS26 8EL

Electoral Wards Affected:

Garforth & Swillington

X

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

This report informs members of an application for the variation of a Club Premises Certificate for premises situated at The Pavilion, Aberford Road, Oulton, Leeds LS26 8EL

The responsible authorities are served with copies of the application by the applicant and Ward Members have been notified of the application.

1.0 Purpose of this Report

To advise Members of an application made under section 84 of the Licensing Act 2003 ("the Act") for a variation to a Club Premises Certificate in respect of Oulton & Woodlesford Sports & Social Club, The Pavilion, Aberford Road, Oulton, Leeds LS26 8EL. The Licensing Sub-Committee is required to consider this application due to the receipt of representations.

2.0 History of Premises

2.1 The premises currently have the benefit of a Club Premises Certificate issued under The Licensing Act 2003 for the following activities:-

- F - Recorded Music
- L - Supply of Alcohol

2.2 The hours of operation are as follows:

F - Recorded Music

Everyday 00:00 - 23:59

L - Supply of Alcohol

Monday to Saturday 11:00 - 23:00
Sunday 12:00 - 22:30

2.3 The existing days and hours that the premises are open to the members are:-

As permitted by the relevant rules and regulations of the club.

2.4 A copy of the existing Club Premises Certificate (including all conditions) is attached at Appendix "A"

2.3 A map showing the location of the premises is attached as Appendix "B"

3.0 The Application

3.1 The applicant is Clifford Furness

3.2 A copy of the application and operating schedule are attached as Appendix "C" to this report. The applicant proposes to take specific steps to promote the licensing objectives identified on the Pro-Forma Risk Assessment; a copy of which is attached at Appendix "D" to this report.

Proposed new days and hours for licensable activity

E - Live Music

Monday to Saturday 18:00 - 23:00
Sunday 18:00 - 22:30

H - Anything of a Similar Description

Monday to Saturday 18:00 - 23:00
Sunday 18:00 - 22:30

3.3 **Times when the premises are open to the public**

As permitted by the relevant rules and regulations of the club.

4.0 Relevant Representations

4.1 Under the Act representations can be received from responsible authorities or interested parties. Representations must be relevant and, in the case of an interested party, must not be frivolous or vexatious.

4.2 Interested Parties have made the following representations:-

- **Members of the Public**

Members are invited to consider Appendix "E"

5.0 Matters Relevant to the Application

5.1 Members of the Licensing sub committee must make decisions with a view to promoting the licensing objectives which are:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

5.2 In the making of their decision Members are obliged to have regard to the national Guidance and the Council's Licensing Policy. Members will be aware they must also have regard to the relevant representations made and evidence they hear.

6.0 Options Available to Members

6.1 The licensing sub-committee must take such of the following steps as it considers necessary for the promotion of the licensing objectives:

- Grant the variation as requested.
- Grant the variation while imposing new conditions or altering in any way the existing operating schedule.
- Reject whole or part of the variation application

6.2 Members of the Licensing sub committee are asked to note that they may not modify the conditions or reject the whole or part of the application merely because it considers it desirable to do so. It must actually be necessary in order to promote the licensing objectives.

Background Papers

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

**Club Premises Certificate
Leeds City Council**

Licence Issued By:

N
25

Jackson

On: 7th August 2005

EWK 14.10.08

Nicole Jackson

Assistant Chief Executive (Corporate Governance)

Club Premises Number

CPREM/00166

Club Details

Name of club in whose name this certificate is granted and relevant postal address of club.

Oulton & Woodlesford Sports & Social Club

Address

The Pavilion
Aberford Road
Oulton
Leeds
LS26 8EL

Telephone number

0113 282 2356

If different from above the name and postal address of club secretary to which this certificate relates, if any, or if none, ordinance survey map reference or description.

Mr Clifford Furness
105 Leeds Road
Allerton Bywater
Castleford
WF10 2HB

Telephone number

0113 286 0383

Where the club premises certificate is time limited, the dates

N/A

Qualifying club activities authorised by the certificate

Performance of Recorded Music
Sale by Retail of Alcohol

The times the certificate authorises the carrying out of qualifying club activities

Performance of Recorded Music
Every Day 00:00 - 23:59

Sale by Retail of Alcohol
Monday to Saturday 11:00 - 23:00
Sunday 12:00 - 22:30

The opening hours of the club

As permitted by the relevant rules and regulations of the club

Where the certificate authorises supplies of alcohol whether these are on and/or off supplies

Alcohol is supplied for consumption both on and off the Premises

Annex 1 – Mandatory conditions

Mandatory Condition imposed under the Licensing Act 2003

Under the rules of the club persons may not

- a. be admitted to membership, or
- b. be admitted, as candidates for membership, to any of the privileges of membership,

without an interval of at least two days between their nomination or application for membership and their admission.

Under the rules of the club persons becoming members without prior nomination or application may not be admitted to the privileges of membership without an interval of at least two days between their becoming members and their admission.

The club is established and conducted in good faith as a club.

The club has least 25 members

Alcohol is not supplied, or intended to be supplied, to members on the premises otherwise than by or on behalf of the club

The purchase of alcohol for the club, and the supply of alcohol by the club, are managed by a committee whose members:

- (a) are members of the club
- (b) have attained the age of 18 years; and
- (c) are elected by the members of the club.

No arrangements are, or are intended to be, made for any person to receive at the expense of the club any commission, percentage or similar payment on, or with reference to, purchases of alcohol by the club.

No arrangements are, or are intended to be, made for any person directly or indirectly to derive any pecuniary benefit from the supply of alcohol by or on behalf of the club to members or guests, apart from:

- (a) any benefit accruing to the club as a whole, or
- (b) any benefit which a person derives indirectly by reason of the supply giving rise or contributing to a general gain from the carrying on of the club.

The supply of alcohol for consumption off the premises must be made at a time when the premises are open for the purposes of supplying alcohol, in accordance with the club premises certificate, to members of the club for consumption on the premises.

Any alcohol supplied for consumption off the premises must be in a sealed container.

Any supply of alcohol for consumption off the premises must be made to a member of the club in person.

The admission of children under the age of 18 to film exhibitions permitted under the terms of this certificate shall be restricted in accordance with any recommendations made

- a. By the British Board of Film Classification (BBFC,) Where the film has been classified by the Board, or
- b. By the Licensing Authority where no classification certificate has been granted by the BBFC, or, where the licensing authority has notified the licence holder that section 74(3)(b) of the Licensing Act 2003 applies to the film.

Embedded restrictions in respect of converted Registered Club Certificate

Alcohol shall not be sold or supplied except during the hours stated on this licence and:

One New Year's Eve from the end of permitted hours to the start of permitted hours on the following day(or, if there are no permitted hours on the following day, midnight on 31st December).

On Christmas day, as provided by the rules of the club and notified in writing by the chairman or secretary of the club to the Local Authority in which the premises are. The said hours shall:

- i. not exceed six and a half hours;
- ii. not begin earlier than noon;
- iii. not end later than 22:30;
- iv. provide for a break of at least 2 hours, including 15:00 to 17:00;
- v. not extend for more than three and a half hours after 19:00;

The above restrictions do not prohibit the supply to, or consumption by, any person of alcohol in any premises where they are residing.

The above restrictions do not prohibit:

The taking of the alcohol from the premises, (unless the alcohol is supplied or taken in an open vessel,) during the first twenty minutes after the above hours;

The consumption of the alcohol on the premises by persons taking meals there during the first thirty after the above hours, if the alcohol was supplied for consumption ancillary to those meals;

Consumption of the alcohol on the premises by, or, the taking, sale or supply of alcohol to any person residing on the club premises;

The ordering of alcohol to be consumed off the premises, or the despatch by the vendor of the alcohol so ordered;

The sale of alcohol to a trader or club for the purposes of the trade or club;

The sale or supply of alcohol to any canteen or mess, being a canteen in which the sale or supply of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of Her Majesty's naval, military or air forces;

The taking of alcohol from the premises by a person residing there; or

The supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense, or the consumption of alcohol by persons so supplied;

Or

The supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence, or the consumption of liquor so supplied, if the liquor is supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises.

Regulated entertainment shall only take place on the premises for members of the said club and their bona fide guests.

No alcohol shall on any club premises be supplied by or on behalf of the club to a member or guest, unless the club holds a Club Premises Certificate granted under the Licensing Act 2003 or the liquor is supplied under the authority of a Premises Licence granted under the Licensing Act 2003 held by the club for the premises.

No alcohol shall, on any premises holding a Club Premises Certificate, be supplied by or on behalf of the club for consumption off the premises except to a member in person.

Alcohol shall not be supplied by or on behalf of a licensed club to a member or guest except in the premises that hold the Club Premises Certificate or at any premises or place which the club is using on a special occasion for the accommodation of members and to which persons other than members and their guests are not permitted access; and at any premises or place other than the premises that hold the Club Premises Certificate alcohol shall be so supplied only for consumption in the premises or place.

Annex 2 – Conditions consistent with the Operating Schedule

n/a

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

n/a

**Club Premises Certificate
Leeds City Council**

Licence Issued By:	<i>N 25 Jackson</i>	On: 7th August 2005
	<i>EWB 14 10 08</i>	
	Nicole Jackson Assistant Chief Executive (Corporate Governance)	

Club Premises Number

CPREM/00166

Club Details

Name of club in whose name this certificate is granted and relevant postal address of club.	
Oulton & Woodlesford Sports & Social Club	
Address	
The Pavilion Aberford Road Oulton Leeds LS26 8EL	
Telephone number	0113 282 2356

If different from above the name and postal address of club secretary to which this certificate relates, if any, or if none, ordinance survey map reference or description.	
Mr Clifford Furness 105 Leeds Road Allerton Bywater Castleford WF10 2HB	
Telephone number	0113 286 0383

Where the club premises certificate is time limited, the dates
N/A

Qualifying club activities authorised by the certificate

Performance of Recorded Music

Sale by Retail of Alcohol

The times the certificate authorises the carrying out of qualifying club activities

Performance of Recorded Music

Every Day 00:00 - 23:59

Sale by Retail of Alcohol

Monday to Saturday 11:00 - 23:00

Sunday 12:00 - 22:30

The opening hours of the club

As permitted by the relevant rules and regulations of the club.

Where the certificate authorises supplies of alcohol whether these are on and/or off supplies

Alcohol is supplied for consumption both on and off the Premises

State whether access to the premises by children is restricted or prohibited

None

CPREM/00166/V01 Oulton & Woodlesford Sports & Social

The Pavillion, Aberford Road, Oulton, LS26 8EL



Km 0.02 0.04 0.06 0.08 0.1 0.12 0.14 0.16 0.18 0.2

This map is based upon the Ordnance Survey's Digital Data with the Permission of the Ordnance Survey on behalf of the Controller of Her Majesty's Stationary Office

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Date:	15 December 2009
Scale:	1:1250

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

**Application to vary a club premises certificate to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING APPLICATION

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 that 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.

OUULTON & WOODLESFORD SPORTS & SOCIAL CLUB
(insert name of club)

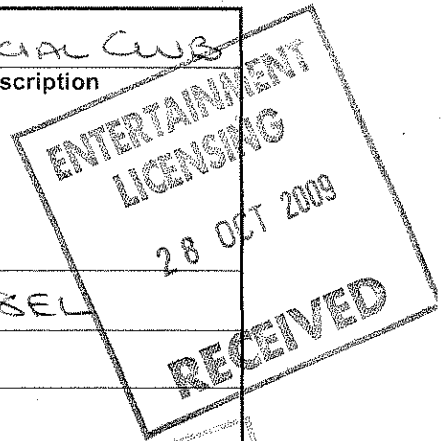
Club applies for a club premises certificate under section 84 of the Licensing Act 2003 for the premises named in Part 1 below.

Club premises certificate number

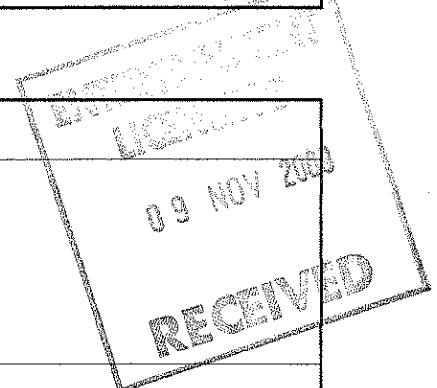
CPREM/00166

Part 1 - Club premises details

Name of club OUULTON & WOODLESFORD SPORTS & SOCIAL CLUB	
Postal address of premises or, if none, Ordnance Survey map reference or description THE PAVILLION ABERFORD ROAD OUULTON LEEDS	
Post Town LEEDS	Postcode LS26 8EL
Telephone number (if any) 0113 282 2356	
E-mail address (optional)	



Name of person performing duties of a secretary to the club MR CLIFFORD FURNESS	
Postal address of person performing duties of a secretary to the club 105 LEEDS ROAD ALLERTON BYWATER CASTLEFORD WEST YORKSHIRE	
Post Town CASTLEFORD	Postcode WF10 2HS
Telephone number (if any) 0113 286 0383	
E-mail address (optional)	



Part 2 - Applicant details

Daytime contact telephone number (if any)

0113 286 0383

E-mail address (optional)

Current postal address if different from premises address

105 LEADS ROAD
AULERTON SYWATER
CASTLEFORD
WEST YORKSHIRE

Post Town

CASTLEFORD

Postcode

WF10 2HB

Part 3 - Variation

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

Please tick Y yes



If not do you want the variation to take effect from

Day		Month		Year	

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

/

Please describe briefly the nature of the proposed variation (Please see guidance note 1)

THE 'CLUB' WISHES TO INCLUDE THE PLAYING OF RECORDED MUSIC, DANCE MUSIC AND SOME 'LIVE ENTERTAINMENT' ALL WITHIN THE CLUBS EXISTING LICENSING HOURS AS AGREED ON OUR CURRENT CERTIFICATE.

Part 4 - Club Operating Schedule

Please complete those parts of the Club Operating Schedule below which would be subject to change if this application to vary is successful.

What qualifying club activities do you intend to conduct on the club premises which will be affected by your application

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) Performances 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 entertainment facilities for:

- i) Making music (if ticking yes, fill in box I)
- j) Dancing (if ticking yes, fill in box J)
- k) Entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
(if ticking yes, fill in box L)

The sale by retail of alcohol by or on behalf of a club to, a guest of a member of the club for Consumption on the premises where the sale takes place.
(if ticking yes, fill in box L)

In all cases complete boxes M, N, O and P

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 4)		
Thurs					
Fri			Non standard timings. Where the club intends 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 5).		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thurs					
Fri			Non standard timings. Where the club intends 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 5).		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details here (please read guidance note 3)
Day	Start	Finish	
Mon			<p>State any seasonal variations for indoor sporting events (please read guidance note 4)</p>
Tue			
Wed			
Thurs			
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or out doors or both - Please tick [Y] (Please read guidance note 2).	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<p>Please give further details here (please read guidance note 3)</p>	Both	<input type="checkbox"/>
Tue					
Wed				<p>State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)</p>	
Thurs					
Fri				<p>Non standard timings. Where the club intends 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 5).</p>	
Sat					
Sun					

E

Live Music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	6pm	11pm	Please give further details here (please read guidance note 3) PERFORMANCES BY MALE / FEMALE VOCALISTS AMPLIFIED.	Both	<input type="checkbox"/>
Tue	6pm	11pm			
Wed	6pm	11pm			
Thurs	6pm	11pm			
Fri	8pm	11pm			
Sat	6pm	11pm			
Sun	6pm	10.30			
				State any seasonal variations for the performance of live music (please read guidance note 4)	
			Non standard timings. Where the club intends 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 5).		

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	6pm	11pm	Please give further details here (please read guidance note 3) PLAYING OF CD'S AT EVENTS SUCH AS 'PRESENTATION EVENINGS'	Both	<input type="checkbox"/>
Tue	6pm	11pm			
Wed	6pm	11pm			
Thurs	6pm	11pm			
Fri	6pm	11pm			
Sat	6pm	11pm			
Sun	6pm	10.30			
				State any seasonal variations for playing recorded music (please read guidance note 4)	
			Non standard timings. Where the club intends to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5).		

NO CHANGE TO

SECTION F

G

Performance of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish		
Mon			<u>Please give further details here</u> (please read guidance note 3)	
Tue				
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)	
Thurs				
Fri			<u>Non standard timings. Where the club intends to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5).	
Sat				
Sun				

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment the club will be providing</u>	
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors <input checked="" type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Mon	6pm	11pm	<u>Please give further details here</u> (please read guidance note 3) Vocals using recorded backing music. Amplified.	
Tue	6pm	11pm		
Wed	6pm	11pm	<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4) As Above	
Thurs	6pm	11pm		
Fri	8pm 6pm	11pm	<u>Non standard timings. Where the club intends to use the premises for 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</u> (please read guidance note 5).	
Sat	6pm 8pm	11pm		
Sun	6pm 8pm	10.30		

Provision of facilities for making music			Please give a description of the type of facilities for making music the club will be providing		
Standard days and timings (please read guidance note 6)					
Day	Start	Finish	Will the facilities for making music be indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors	<input type="checkbox"/>
Mon					Outdoors
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed					
Thurs			<u>State any seasonal variations for the provision of facilities for making music</u> (please read guidance note 4)		
Fri					
Sat			<u>Non standard timings. Where the club intends to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</u> (please read guidance note 5).		
Sun					

J

Provision of facilities for dancing			Please give a description of the type of facilities for dancing the club will be providing		
Standard days and timings (please read guidance note 6)					
Day	Start	Finish	Will the facilities for dancing be indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors	<input type="checkbox"/>
Mon					Outdoors
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed					
Thurs			<u>State any seasonal variations for the provision of dancing facilities</u> (please read guidance note 4)		
Fri					
Sat			<u>Non standard timings. Where the club intends to use the premises for the provision of dancing facilities at different times to those listed in the column on the left, please list</u> (please read guidance note 5).		
Sun					

K

Provision of facilities for entertainment of a similar description to that falling within I or J Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment facility the club will be providing		
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			Please give further details here (please read guidance note 3)		
Wed					
Thurs			State any seasonal variations for the Provision of entertainment facilities of a similar description to that falling within I or J (please read guidance note 4)		
Fri					
Sat			Non-standard timings. Where the club intends to use the premises for the provision of facilities of this entertainment at different times from those listed in the column on the left, please list (please read guidance note 5).		
Sun					

L

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick [Y]) Please read guidance note 7).		On the premises <input checked="" type="checkbox"/> Off the premises <input checked="" type="checkbox"/> Both <input checked="" type="checkbox"/>
Day	Start	Finish	AS EXISTING CERTIFICATE		
Mon	11 AM	23.00	State any seasonal variations (please read guidance note 4)		
Tue	11.00	23.00	POSSIBILITY OF ADDITIONAL HOUR OVER CHRISTMAS - NEW YEAR PERIOD		
Wed	11.00	23.00			
Thurs	11.00	23.00	Non standard timings. Non-standard timings. Where the club intends to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list (please read guidance note 5).		
Fri	11.00	23.00			
Sat	11.00	23.00			
Sun	12.00	22.30			

NO CHANGE TO SECTION L

M

Hours club premises are open to the members and guests Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	11.00	23.00	<p>Possibility of additional hour over Christmas - New Year Period</p> <p>AS ABOVE</p> <p>NO CHANGE TO SECTION M</p>
Tue	11.00	23.00	
Wed	11.00	23.00	
Thurs	11.00	23.00	
Fri	11.00	23.00	
Sat	11.00	23.00	
Sun	12.00	23.30	

Non-standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, please list. (please read guidance note 5).

N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the club premises that may give rise to concern in respect of children (please read guidance note 8)

NONE

0

Please identify those conditions currently imposed on the certificate which you believe could be removed as a consequence of the proposed variation you are seeking

[Empty box for identifying conditions to be removed]

Please tick yes

I have enclosed the club premises certificate

I have enclosed the relevant part of the club premises certificate

If you have not ticked one of these boxes please fill in reasons for not including the certificate, or part of it, below

Reasons why the club has failed to enclose club the premises certificate or relevant part of it

[Empty box for reasons why the club has failed to enclose the certificate]

P

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

a) General--all four licensing objectives (b, c, d, e) (please read guidance note 9)

GN - C

b) The prevention of crime & disorder

GN - C

c) Public safety

GN - C

d) The prevention of public nuisance

GN - C

e) The protection of children from harm

GN - C

- Please tick Yes
- I have made or enclosed payment of the fee
 - I have sent copies of this application, and the plan to responsible authorities
 - I understand that I must now advertise my application
 - I have enclosed the club premises certificate or relevant part of it or explanation
 - I understand that if I do not comply with the above requirements, my application will be rejected.

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE OF UP TO LEVEL 5 ON THE STANDARD SCALE [£5000], UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 5 - Signatures (please read guidance note 10)

I (insert full name) Sharon C FURNESS make this application on behalf of the club and have authority to bind the club.

Signature: 

Date: 4 11 - 2009

Capacity: TRUSTEE

Address for correspondence associated with this application (please read guidance note 11)	
MR BRIAN BACHE 8 CROSS STREET SAVILE ROAD	
Post Town <u>CASTLEFORD</u>	Postcode <u>WF10 1PF</u>
Telephone number (if any) <u>07853 165 080</u>	
If you would prefer us to correspond with you by E-mail your E-mail address (optional)	

Notes for Guidance

1. Describe the premises. For example the type of premises it is, its general situation and layout and any other information which would be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for people to consume these off-supplies please include a description of where this will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent
3. Please state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively), whether or not music will be amplified or un-amplified.
4. For example (but not exclusively) where the activity will go on for an extra hour during summer months

5. For example (but not exclusively) where you wish the activity will go on longer on a particular day, e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00)
7. If the club wishes members and their guests to be able to consume alcohol on the premises please tick on, if the club wishes people to be able to purchase alcohol to consume away from the premises please tick off. If the club wishes people to be able to do both.
8. Please give information about anything to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed by someone with the authority to bind the club.
11. This is the address which we will use to correspond with the club about this application.

PRO FORMA - RISK ASSESSMENT - FOR CLUB PREMISES CERTIFICATE VARIATION APPLICATIONS (V3.0)

Please complete the details below:

Applicant name:

CLIFFORD FURNESS

Business name:

OULTON & WOODLESFORD SPORT & SOCIAL CLUB

Business address:

THE PAVILLION
ABERFORD ROAD OULTON LEEDS

Postcode: LS26 8EL

Guidance about this document

1. The Licensing Authority recommends that you complete this specially designed pro forma risk assessment to help you decide what should be entered in your operating schedule (page 12 of the application form CLUB3) to show how you will promote the four licensing objectives.
2. Whilst the Licensing Authority cannot insist you use this document it takes the view that it assists responsible authorities in assessing the operating schedule, promotes discussions and partnership working and will reduce the number of representations and hearings.
3. If you do not use this risk assessment pro forma then you will need to demonstrate how you will meet the licensing objectives by providing other supporting evidence via your operating schedule.

How to use this document

1. This document has four sections which correspond with the four licensing objectives. In each section you will find information on potential control measures (each with an individual code) which we suggest may help you meet the four licensing objectives.
2. Run through the questions in the grey sections and consider the potential control measures listed in the columns beneath.
3. If you are happy to volunteer the control measures as conditions on your licence place a tick in the relevant box in the right hand column. You can then enter the corresponding codes in page 12 of your application form in the boxes which match up with the licensing objectives or simply write "see pro forma risk assessment". These measures will then appear as conditions on your varied certificate.

RISK ASSESSMENT - PRO FORMA V3.0

Crime and Disorder

Crime and disorder 1 - CCTV		
Do the premises have CCTV? YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
If YES:		
was the siting and standard agreed with West Yorkshire Police (WYP)? YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/>		
have you agreed a policy on the retention and security of the footage with WYP? YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> / N/A <input type="checkbox"/>		
If NO:		
have you consulted WYP about whether CCTV should be installed? YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> / N/A <input type="checkbox"/>		
(NB unless WYP have agreed CCTV is not required, a representation is likely)		
Crime and disorder 1 - potential control measures	CODE	<input checked="" type="checkbox"/>
A suitable CCTV system will be maintained and be operational on the premises at all times when licensed activities are being carried out	CD1	<input checked="" type="checkbox"/>
The siting and standard of the CCTV system will be agreed with WYP prior to installation and will comply with that agreement at all times.	CD2	<input type="checkbox"/>
Changes to the siting and standard of CCTV systems may only be made with the written consent of West Yorkshire Police	CD3	<input type="checkbox"/>
Security footage will be made secure and retained for a period of time to the satisfaction of WYP.	CD4	<input type="checkbox"/>

RISK ASSESSMENT - PRO FORMA V3.0

Crime and Disorder

<p>Crime and Disorder 2 - Designated Premises Supervisor (DPS)</p>		
<p>Will the DPS generally be on site? YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / <input type="checkbox"/> N/A</p>		
<p>Is the DPS contactable in emergency? YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p>		
<p>If the DPS is not to be generally on site, have you made arrangements to nominate the supervisor in his/her absence? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input checked="" type="checkbox"/></p>		
<p>Crime and Disorder 2 - potential control measures</p>	<p>CODE</p>	<p><input checked="" type="checkbox"/></p>
<p>A Supervisors Register will be maintained at the licensed premises, showing the names, addresses and up-to-date contact details for the DPS and all personal licence holders.</p>	<p>CD5</p>	<p><input checked="" type="checkbox"/></p>
<p>The Supervisors Register will state the name of the person who is in overall charge of the premises at each time that licensed activities are carried out, and this information will be retained for a period of twelve months and produced for inspection on request to an authorised officer.</p>	<p>CD6</p>	<p><input checked="" type="checkbox"/></p>

Crime and Disorder

Crime and Disorder 3 - door supervisors and other security staff

Do you use registered door supervisors or security staff?

YES / NO / N/A

Are they Security Industry Authority (SIA) registered?

YES / NO / N/A

Do you specify a minimum number of door supervisors?

YES / NO / N/A

If YES, state the number of staff _____

Has this been agreed with WYP?

YES / NO / N/A

Do you have a policy with the door supervisor or security company which covers:

• vetting customers entering the premises?

YES / NO / N/A

• controlling customers entering, within or leaving the premises?

YES / NO / N/A

• safeguarding the public within and immediately outside the premises?

YES / NO / N/A

• notifying WYP at the earliest opportunity of any problems or incidents?

YES / NO / N/A

• exclusion of persons who have had too much to drink or appear inclined to disorder?

YES / NO / N/A

Do you have a Daily Record Register within which door supervisors / security staff sign on and off duty?

YES / NO / N/A

Can you identify who was on duty at any particular time?

YES / NO / N/A

Do you have an Incident Report Register?

YES / NO / N/A

RISK ASSESSMENT - PRO FORMA V3.0

Crime and Disorder

Crime and Disorder 3 - potential control measures	CODE	✓
The minimum number of door supervisors for the premises is <u>NA</u> .	CD7	
The Licensee will ensure that a 'Daily Record Register' is maintained on the premises by the door staff.	CD8	
The Daily Record Register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty (verified by the individual's signature).	CD9	
The Daily Record Register will be retained for a period of twelve months from the date of the last entry.	CD10	
Security staff / designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.	CD11	
The Licensee will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti social behaviour, and ejections from the premises.	CD12	
The Incident Report Register will contain consecutively numbered pages, the date time and location of the incident, details of the nature of the incident, the names and registration numbers of any door staff involved or to whom the incident was reported, the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported, the names and numbers of any police officers attending, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.	CD13	
The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.	CD14	

RISK ASSESSMENT - PRO FORMA V3.0

Crime and Disorder

<h4 style="margin: 0;">Crime and Disorder 4 - Drugs and offensive weapons</h4>		
<p>Do you have a policy and procedure to prevent use of illegal drugs or weapons (eg a search policy)? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input checked="" type="checkbox"/></p> <p>Has this been agreed with WYP? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input checked="" type="checkbox"/></p> <p>Does the policy include:</p> <ul style="list-style-type: none"> • recording any search YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input checked="" type="checkbox"/> • seizing drugs/weapons found YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input checked="" type="checkbox"/> • providing safe storage for items seized YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input checked="" type="checkbox"/> • informing the police of any search and seizure YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input checked="" type="checkbox"/> • display notices to inform customers of the policy YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input checked="" type="checkbox"/> 		
<h4 style="margin: 0;">Crime and Disorder 4 - potential control measures</h4>	CODE	<input checked="" type="checkbox"/>
A policy for searching patrons at the entrance to premises will be adopted.	CD15	
The Licensee will inform West Yorkshire Police of any search resulting in a seizure of drugs or offensive weapons.	CD16	
A suitable receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police.	CD17	
Notices will be displayed at the entrances of the premises which state: <ul style="list-style-type: none"> • a search will be conducted as a condition of entry to premises; • incidents of crime and disorder will be reported to the police; • entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; • entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances 	CD18	

RISK ASSESSMENT - PRO FORMA V3.0

Crime and Disorder

Crime and Disorder 5 - Communication		
Do you subscribe to Nite Net or a similar form of communication (radio/text/pager system) YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input checked="" type="checkbox"/>		
Has this been agreed with WYP? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input checked="" type="checkbox"/>		
Crime and Disorder 5 - potential control measures	CODE	✓
The premises will be linked to West Yorkshire Police (and other venues in the area/scheme) by means of (specify):	CD19	
Such communication link will be kept in working order at all times	CD20	
The communication link will be available to the Designated Premises Supervisor or other nominated supervisor and be monitored by that person at all times that licensed activities are being carried out.	CD21	
Any police instructions or directions given via the link will be complied with whenever given.	CD22	
All incidents of crime or disorder will be reported via the link to an agreed police contact point.	CD23	

Crime and Disorder

Crime and Disorder 6a - Responsible sale of alcohol

Proof of Age

Have you adopted the WYTS (West Yorkshire Trading Standards) Proof of Age Scheme or similar?

YES / NO / N/A

Have all staff been instructed of the steps required to prevent under age sales of alcohol? YES / NO / N/A

Glass and Bottles

Do you have a policy for the frequent collection of glasses and bottles?

YES / NO / N/A

Do you take steps to prevent glasses/bottles being removed from the premises, e.g. instruction to door/bar staff, display of notices?

YES / NO / N/A

Do you use plastic or toughened glasses/bottles when necessary?

YES / NO / N/A

Alcohol Designated Public Places Orders

If you are in the area of an Alcohol Designated Public Places Order (DPPO), do you display notices advising customers of that Order and its effects?

YES / NO / N/A

Crime and Disorder 6a - potential control measures

CODE

Proof of Age

The Licensee will adopt a proof of age scheme which is approved by WYP and West Yorkshire Trading Standards (WYTS)

CD24

The Licensee's staff will ask for proof of age from any person appearing to be under the age of 21 who attempts to purchase alcohol at the premises.

CD25

or

The Licensee's staff will ask for evidence from any person appearing to be under the age of 18 who attempts to purchase alcohol at the premises.

CD26

RISK ASSESSMENT - PRO FORMA V3.0

Crime and Disorder

Crime and Disorder 6a - potential control measures cont...	CODE	✓
<u>Glass and Bottles</u>		
Drinks, open bottles and glasses will not be taken from the premises at any time. Empty bottles and glasses will be collected regularly and promptly. Glass and other sharp objects will be stored and disposed of safely using suitable receptacles. Receptacles will be secured and not accessible to the customers.	CD27	✓
The Licensee will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.	CD28	✓
Plastic or toughened glasses/bottles will be used in all outdoor areas.	CD29	✓
Plastic or toughened glasses/bottles will be used when requested by West Yorkshire Police (e.g. football match days)	CD30	✓
<u>Alcohol Designated Public Places Orders</u>		
Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be displayed at the exits to the premises.	CD31	

RISK ASSESSMENT - PRO FORMA V3.0

Crime and Disorder

Crime and Disorder 6b - Responsible sale of alcohol

Membership of a Recognised Body

Do you belong to a Licensees Association/Body YES / NO / N/A

If YES, please state which body

Exclusion from Premises

Do you operate a system of excluding customers who are known to cause problems? YES / NO / N/A

If YES:

- is this your own system or please tick
- a system run by a local licensees body tick

Dispersal Policy

Do you have a written dispersal policy (eg. A policy on how you disperse your clientele from your premises to reduce the risk of anti social behaviour) YES / NO / N/A

If YES:

- was this agreed with WYP? YES / NO / N/A
- are all staff trained on the policy? YES / NO / N/A

Crime and Disorder 6b - potential control measures	CODE	✓
The Licensee will belong to a recognised trade body or Pub Watch Scheme, whose aims include the promotion of the licensing objectives	CD32	
The Licensee will ensure that customers who commit acts of anti-social behaviour are removed from the premises. Such customers will be excluded from the premises if further incidents occur.	CD33	✓
The Licensee will comply with the agreed protocols of the local pubwatch scheme(s) or trade body where unilateral banning orders are implemented.	CD34	
The Licensee will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises. The policy will be agreed with WYP. The Licensee or DPS will ensure that staff receive training on the policy.	CD35	
At least thirty minutes will be allowed between the final sales of alcohol and closing the premises. The DPS will permit customers to finish their drinks and leave the premises in an orderly manner.	CD36	✓

RISK ASSESSMENT - PRO FORMA V3.0

Crime and Disorder

<p>Crime and Disorder 7 – Entertainment of an Adult Nature e.g. Strip Tease Dancing or Nude Dancing</p>		
<p>Do you provide any entertainment consisting of striptease or nude dancing including where dancers are wearing 'see through' clothing or the show includes sexual stimulation? ? YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> / N/A <input type="checkbox"/></p>		
<p>Crime and Disorder 7 – potential control measures</p>	<p>CODE</p>	<p><input checked="" type="checkbox"/></p>
<p>Each area shall be supervised and shall display signs advising clients of the rules and conditions of licence regarding improper performances.</p>	<p>CD37</p>	
<p>Performers shall be aged not less than 18 years.</p>	<p>CD38</p>	
<p>Nothing shall be done, recited, sung, exhibited, or performed which is likely to cause a breach of the peace.</p>	<p>CD39</p>	
<p>Whilst performing, the performer must at all times wear at least a G-string (female)/ pouch (male), covering the genitalia. This item of clothing must be worn at the commencement of the performance and may be removed during the performance but must be replaced at the conclusion.</p>	<p>CD40</p>	
<p>During any performance of lap dancing, striptease or nude dancing (including performances usually termed 'private dances') there must not be any physical contact, by the performer, with any person in the viewing audience except:</p> <ul style="list-style-type: none"> a) Leading a patron hand in hand to and from a chair or private room. b) Simple handshake greeting at the beginning and/or end of the performance. c) The placing of monetary notes or dance vouchers in the hand or garter worn by the performer. d) Pecking the cheek of a patron at the conclusion of the performance. 	<p>CD41</p>	
<p>No performance shall include any sex act with any other performers, persons in the audience or with the use of any objects.</p>	<p>CD42</p>	
<p>A price list should be displayed in a prominent position giving the price and time allowed for the dance routine.</p>	<p>CD43</p>	
<p>Performers/dancers not performing must not be in the licensed area in a state of nudity.</p>	<p>CD44</p>	
<p>CCTV to be installed and maintained in the premises to the satisfaction of the West Yorkshire Police.</p>	<p>CD45</p>	
<p>The recordings will be produced to a police constable or authorised officer of the Council, on request.</p>	<p>CD46</p>	
<p>Booths, private rooms and areas must be visible to supervision and must not have closing doors or curtains that prevent the performance being observed.</p>	<p>CD47</p>	

RISK ASSESSMENT - PRO FORMA V3.0

Public Safety

<p>Public Safety 1 - Health and Safety</p>					
<p>Do you have an up-to-date written Health and Safety assessment for the premises? YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p>					
<p>Public Safety 1 - potential control measures</p>	<p>CODE</p>	<p>✓</p>			
<p>A written risk assessment will be kept which covers all activities which affect the health and safety of members of the public. This will include the noise levels to which the public are to be exposed and information will be provided for the public via signage at the entrance. The assessment will be produced for inspection at the request of an authorised officer.</p>	<p>PS1</p>	<p>✓</p>			
<p>Public Safety 2 - Crowd control and management</p>					
<p><u>Crowd Control and Management</u></p>					
<p>Do you have a capacity limit for the venue? YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p>					
<p>If YES is this:</p>					
<ul style="list-style-type: none"> • imposed by West Yorkshire Fire and Rescue Service (WYFRS) • imposed by an existing licence • a voluntary limit 		<table border="1"> <tr><td><input type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td></tr> </table>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					
<input checked="" type="checkbox"/>					
<input type="checkbox"/>					
<p>Do you have a policy/procedure for entry / egress control? YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> / N/A <input type="checkbox"/></p>					
<p>Do you have a policy/procedure for crowd control and management? YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> / N/A <input type="checkbox"/></p>					
<p>If YES:</p>					
<p>Are all staff trained in these policies / procedures? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input checked="" type="checkbox"/></p>					
<p>Public Safety 2 - potential control measures</p>	<p>CODE</p>	<p>✓</p>			
<p>The capacity of the premises is <u>150</u>, and at all times the number of persons on the premises will not exceed that figure.</p>	<p>PS2</p>	<p>✓</p>			

RISK ASSESSMENT - PRO FORMA V3.0

Public Safety

<p>The Licensee will adopt at the premises written policies and procedures on:</p> <ul style="list-style-type: none"> • Entry and egress to the premises (including monitoring of any capacity limit) • Evacuation of the premises <p>The Licensee will ensure staff are trained on these measures, and all other matters relating to the safety of the public.</p>	PS3	
<p>The licensee will maintain an electronic system for monitoring capacity control within the premises. This system will be linked via monitors around the premises to a central office.</p> <p>NB: This control measure is encouraged by WYFRS for large premises which are spread over multiple levels.</p>	PS4	
<p>Appropriately trained staff will be provided to oversee general safety within the premises, and these will be provided to a minimum number of one member of staff per 250 occupancy or part thereof, in accordance with the occupancy figure.</p>	PS5	
<p>Where the licensable activities are held on floors other than the ground floor level the ratio of supervisors will increase to 1 per 100 occupancy or part thereof on those levels.</p>	PS6	
<p>The Licensee will have a written procedure for crowd control and management. All staff will be instructed in the operation of the procedure. The policy will be available for inspection at the request of an authorised officer.</p>	PS7	
<p align="center">Public Safety 3 - Management arrangements</p>		
<p><u>Management Arrangements</u></p> <p>Do you have procedures for the following?</p> <p>Accident / incident reporting YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p> <p>Routine maintenance YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p> <p>Daily inspection of public areas YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p> <p>Recording relevant tests / inspections YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p> <p>Collecting glasses/bottles with particular emphasis on balcony areas YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input checked="" type="checkbox"/></p>		
<p>Public Safety 3 - potential control measures</p>	CODE	✓
<p>All exit doors will be accessible, open easily, and exit routes will be maintained.</p>	PS8	✓

RISK ASSESSMENT - PRO FORMA V3.0

Public Safety

Safety checks, including doors, will be undertaken before opening to the public and a record kept of inspections. Also any inward opening Entrance / Exit door must be permanently held open on Cabin Hooks during Licensed hours. To alter this arrangement written permission of the Fire Service is required.	PS9	/
Before opening to the public, checks will be undertaken to ensure all access to the premises are clear for emergency vehicles. Regular checks will be undertaken when the premises is open.	PS10	/
Written records of all accidents and safety incidents involving members of the public will be kept. These will be made available at the request of an authorised officer.	PS11	/
All equipment with which the public may have contact, will be maintained, stored and operated in a safe manner. Appropriate maintenance and test records will be kept and be available for inspection by an authorised officer..	PS12	/
Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.	PS13	

Public Safety 4 - Fire safety

Do you have systems for installing, testing and maintaining the following:

- Fire detection systems YES / NO / N/A
- Fire fighting / suppression systems YES / NO / N/A
- Alarm systems YES / NO / N/A
- Electrical installations YES / NO / N/A
- Portable electrical appliances YES / NO / N/A
- Emergency lighting systems YES / NO / N/A
- Music cut out systems YES / NO / N/A
- Use of fire retardant materials YES / NO / N/A
- General fire precautions YES / NO / N/A

Have these been agreed by WYFRS? YES / NO

If NO, please give details of which systems and reasons:

NEW BUILDING - YET TO ARRANGE WITH WYFRS

Public Safety 4 - potential control measures	CODE	✓
Electrical installations will be inspected on a periodic basis (at least every 5 years) by a suitably qualified and competent person. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.	PS14	/

RISK ASSESSMENT - PRO FORMA V3.0

Public Safety

Portable electrical appliances including those brought in temporarily onto the premises will be checked on a regular basis by a suitably trained and competent person to ensure they are in a safe condition. Records will be kept of these checks. These will be made available at the request of an authorised officer	PS15	/
Temporary electrical wiring and distributions will be inspected by a suitably qualified and competent person before they are put into use. An Inspection record/certificate will be retained for inspection by an authorised officer.	PS16	/
The Licensee will maintain an electrical manually operated fire alarm system that can be clearly heard in all parts of the premises to the satisfaction WYFRS.	PS17	/
The Licensee will maintain a fire alarm system with automatic heat and smoke detectors. The systems requirements, testing and operation will be to the satisfaction of WYFRS.	PS18	/
The positioning of the electrical fire alarm system, smoke and heat detectors will be agreed with WYFRS.	PS19	/
Fire alarm tests will be carried out daily and recorded in a suitable log book. The log book will be made available for inspection by an authorised officer..	PS20	/
All staff will be trained in operating the alarm system and be familiar with the fire and escape routes and action to be taken in the event of fire.	PS21	/
The Licensee will install and maintain electrical emergency lighting. The source of supply for this lighting will be separate from that for the general lighting. The emergency lighting will be positioned in areas agreed with the WYFRS. These areas will include passages, corridors, ramps and stair cases. The emergency lighting will allow individuals to see their way out of the premises without the aid of general lighting.	PS22	/
The emergency lighting will perform on a complete failure of the normal lighting in a manner agreed with WYFRS. The emergency lighting will meet the British safety standards stipulated by WYFRS.	PS23	/
The Licensee will provide to the satisfaction of WYFRS exit sign (Running Man) boxes lit by both primary and emergency lighting. These exit sign (Running Man) boxes will be placed in positions agreed with WYFRS. The size, illumination and design of the sign(s) will be agreed with WYFRS.	PS24	/
Exit doors will be provided with external primary and emergency lighting points to the satisfaction of the WYFRS. The design of external fire escape route will be to the satisfaction of WYFRS.	PS25	/

RISK ASSESSMENT - PRO FORMA V3.0

Public Safety

Public Safety 4 - potential control measures cont...	CODE	✓
The siting, number, fire rating and standard of fire extinguishers will be agreed with WYFRS prior to installation and will comply with that agreement at all times.	PS26	/
The emergency lighting system will be tested in a manner which satisfies WYFRS. The test results will be kept in a suitable log book and will be available for inspection by an authorised officer.	PS27	/
The Licensee will provide any kitchen on the premises with a fire blanket which meets the standards recommended by WYFRS. The fire blanket will be installed and maintained to the satisfaction of the WYFRS.	PS28	
All curtains and drapes in the premises will be fire retardant and to the satisfaction of WYFRS. Certificates of compliance to the relevant British Standards will be available for inspection by an authorised officer.	PS29	
Fabric, foliage and decorations will be constructed from materials to the satisfaction of the WYFRS. Certificates of compliance to the relevant British Standards will be available for inspection by an authorised officer.	PS30	
The filling materials used in the furnishings will be combustion modified foam or other material to the satisfaction of WYFRS. Evidence of compliance to the relevant British Standards will be available for inspection by an authorised officer.	PS31	
Any wall coverings at the premises, or on escape routes will be to the satisfaction of the WYFRS. Evidence of compliance to the relevant British Standards will be available for inspection by an authorised officer.	PS32	
Floor coverings at the premises will comply with those safety standards as stipulated by WYFRS. Evidence of compliance to the relevant British Standards will be available for inspection by an authorised officer.	PS33	

RISK ASSESSMENT - PRO FORMA V3.0

Public Safety

<p>Public Safety 5 - Structural safety</p> <p>Do you regularly inspect and record inspections of structural elements of the venue? e.g. floors, balconies, stairs, ceilings</p> <p>YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input checked="" type="checkbox"/></p>		
<p>Public Safety 5 - potential control measures</p>	<p>CODE</p>	<p><input checked="" type="checkbox"/></p>
<p>The Licensee will make provision for regular inspections of the premises structure. A written record of these inspections will be kept. The records will be made immediately available for inspection at the request of an authorised officer.</p>	<p>PS34</p>	
<p>At the request of an authorised officer the Licensee will produce certification of any building works carried out at the premises. (This will be in the form of a building regulations completion certificate issued by the local authority or an approved inspector)</p>	<p>PS35</p>	
<p>Public Safety 6 - General housekeeping</p> <p>Do you have written procedures for the inspection of:</p> <p>Furnishings and fabrics YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input checked="" type="checkbox"/></p> <p>Suspended decorations/lights/ amplification systems YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input checked="" type="checkbox"/></p> <p>Guarding to stairs/balconies/ landings/ramps YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input checked="" type="checkbox"/></p> <p>Condition of floor surfaces YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input checked="" type="checkbox"/></p> <p>Provision of safety glazing YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input checked="" type="checkbox"/></p> <p>Guardings to fires or open flames YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input checked="" type="checkbox"/></p>		
<p>Public Safety 6 - potential control measures</p>	<p>CODE</p>	<p><input checked="" type="checkbox"/></p>
<p>Regular safety checks of decorative and functional fixtures that could fall causing injury to the public or may cause a risk of fire, will be undertaken.</p>	<p>PS36</p>	

RISK ASSESSMENT - PRO FORMA V3.0

Public Safety

Public Safety 6 - potential control measures cont...	CODE	✓
Regular safety checks of guardings to stairs, balconies, landings and ramps will be undertaken, and a supervision policy will be maintained to prevent people from inappropriate behaviour, including climbing which may lead to a fall from height.	PS37	
All floor surfaces will be suitably slip resistant, kept in good condition and free of obstructions to prevent slips, trips and falls.	PS38	
Safety glass that is impact resistant or shielded to protect it from impact will be used in all areas where the public may come into contact with it.	PS39	
Regular safety checks of guardings to fires and open flames will be undertaken, and a supervision policy will be maintained to prevent people from inappropriate behaviour.	PS40	
Safety checks will be recorded and made available for inspection at the request of an authorised officer	PS41	
A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.	PS42	

RISK ASSESSMENT - PRO FORMA V3.0

Public Safety

Public Safety 7 - Refreshments		
Do you prepare hot food / drinks in proximity to the public? YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
If YES: has the risk of scolding or burns been assessed? YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Public Safety 7 - potential control measures	CODE	✓
The risk of scald and burns to the public from hot food and drink preparation will be assessed and a procedure implemented.	PS43	/
Hot food and drink preparation will be isolated or shielded from members of the public to prevent risk of scalds or burns to them.	PS44	/
Public Safety 8 - First Aid		
Do you have staff trained in First Aid? YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
If YES, please state numbers <u>30+</u>		
Do you provide facilities for treatment of minor injuries (e.g. First Aid box)? YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Do you have procedures for dealing with customers who are unwell including those who appear to be affected by drugs / alcohol)? YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / N/A <input checked="" type="checkbox"/>		
Public Safety 8 - potential control measures	CODE	✓
Suitably trained First Aid staff will be provided at all times when the premises are open.	PS45	/
An appropriately qualified medical practitioner will be present throughout any sporting entertainment.	PS46	
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 the water at all material times.	PS47	/
Adequate and appropriate First Aid equipment and materials will be available on the premises.	PS48	/
A written procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.	PS49	/

RISK ASSESSMENT - PRO FORMA V3.0

Public Safety

Public Safety 9 - Special effects		
Do you use special effects on the premises, e.g. strobes, lasers, smoke machines or fireworks? YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> / N/A <input type="checkbox"/>		
If YES, please list the safety measures employed, e.g. prior notification to WYFRS, notices displayed to advise customers.		
Public Safety 9 - potential control measures	CODE	✓
A written health and safety policy covering all aspects of the safe use of strobes, lasers, smoke machines or any other special effects, will be provided and staff will be appropriately trained.	PS50	
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.	PS51	
Fireworks or pyrotechnics will not be used without prior written notification to WYFRS.	PS52	
Public Safety 10 - Disabled people		
Do you have written procedures for the safe evacuation of disabled people? YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Are staff trained on the procedure? YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Public Safety 10 - potential control measures	CODE	✓
The Licensee will ensure that there is a procedure for the safe evacuation of disabled persons.	PS53	/
Staff will be trained in the procedure and a record kept of such training.	PS54	/

RISK ASSESSMENT - PRO FORMA V3.0

Prevention of public nuisance

Public Nuisance 1 - Noise and vibration		
<u>Noise and vibration</u>		
Identify the potential sources of noise and vibration which apply to your premises:		
Amplified music	<input checked="" type="checkbox"/>	
Unamplified music	<input checked="" type="checkbox"/>	
Singing and speech	<input checked="" type="checkbox"/>	
Waste disposal, including bottle bins	<input checked="" type="checkbox"/>	
Plant and machinery, including extraction systems	<input checked="" type="checkbox"/>	
Food preparation	<input checked="" type="checkbox"/>	
Cleaning	<input checked="" type="checkbox"/>	
Identify where sources of noise may occur outside your premises:		
Beer garden	<input type="checkbox"/>	
Play area	<input type="checkbox"/>	
Car park	<input checked="" type="checkbox"/>	
Temporary structure	<input type="checkbox"/>	
Plant and equipment	<input type="checkbox"/>	
Identify which measures are in place/proposed		
Soundproofing	<input type="checkbox"/>	
Air conditioning to allow windows to be kept closed	<input type="checkbox"/>	
Sound limiters	<input type="checkbox"/>	
Use of lobby doors	<input type="checkbox"/>	
Cooling down period with reduced music volume	<input checked="" type="checkbox"/>	
Fixed and appropriate times for collection of waste	<input checked="" type="checkbox"/>	
Restricted use of outdoor areas	<input checked="" type="checkbox"/>	
No external loud speakers	<input checked="" type="checkbox"/>	
Are the premises located near noise sensitive properties? Eg. residential areas, residential homes, hospitals. YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Public Nuisance 1 - potential control measures	CODE	✓
No nuisance will be caused by noise or vibration emanating from the premises. Licensable activities will be conducted and the facilities for licensed activities will be designed and operated so to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties.	PN1	

RISK ASSESSMENT - PRO FORMA V3.0

Prevention of public nuisance

Public Nuisance 1 - potential control measures cont...	CODE	✓
Noise from the premises shall be inaudible at the nearest noise sensitive premises (i) after 23.00 hours and (ii) at any time when entertainment, as defined by paragraph 2 of Schedule 1 of the Licensing Act 2003, takes place on more than 30 occasions per year	PN2	/
There will be no external loudspeakers	PN3	/
Bottles will not be placed in any external receptacle after 23.00 hours to minimise noise disturbance to adjoining properties	PN4	/
No nuisance will be caused by noise or vibration emanating from the premises from external plant or equipment.	PN5	
The rating level of noise from plant and machinery will be no higher than 5dB below the lowest background level at the most affected noise sensitive premises during the operation of the plant. Plant and machinery will be regularly serviced and maintained to continue to meet the rating level.	PN6	
The Licensee will ensure patrons use beer gardens, external areas and play areas in manner which does not cause nuisance to nearby residents and business in the vicinity. Patrons will not use such areas after 21:00.	PN7	
The Licensee will adopt a "cooling down" period where music volume is reduced towards the closing time of the premises.	PN8	

RISK ASSESSMENT - PRO FORMA V3.0

Prevention of public nuisance

<p>Public Nuisance 2 - Light pollution</p> <p>Is external lighting provided? YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p> <p>If provided, have you ever received any complaints about the effect on local residents / businesses? YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> / N/A <input type="checkbox"/></p> <p>If YES, please give details: Please identify steps taken / proposed to address the complaint(s):</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>Public Nuisance 2 - potential control measures</p>	<p>CODE</p>	<p><input checked="" type="checkbox"/></p>
<p>The licensee will ensure that lighting provided for the purpose of customer and staff safety, for the security of the premises, and lighting associated with activities of entertainment and advertising is of such and intensity, suitably positioned and operated so as not to cause nuisance to neighbouring or adjoining premises.</p>	<p>PN9</p>	<p><input checked="" type="checkbox"/></p>

RISK ASSESSMENT - PRO FORMA V3.0

Prevention of public nuisance

<h3 style="margin: 0;">Public Nuisance 3 - Smell / odours</h3>		
<p>Do you provide hot food on the premises? YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p>		
<p>Have you ever received complaints about smells from local residents / businesses? YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> / N/A <input type="checkbox"/></p>		
<p>If YES, please give details</p> <p>.....</p> <p>.....</p> <p>.....</p>		
<p>Are extraction / filtration systems provided? YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p>		
<p>If YES, do you have written procedures or a contract for regular maintenance of the systems? YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p>		
<h3 style="margin: 0;">Public Nuisance 3 - potential control measures</h3>	<p>CODE</p>	<p style="text-align: center;">✓</p>
<p>The premises will be operated in a manner which will prevent unwanted odours causing a nuisance to persons in the immediate area or nearby properties.</p>	<p>PN10</p>	<p style="text-align: center;">/</p>
<p>The premises will operate a suitable ventilation and extraction system. The system will be cleaned and maintained to the manufacture's instructions to prevent unwanted odours occurring.</p>	<p>PN11</p>	<p style="text-align: center;">/</p>

RISK ASSESSMENT - PRO FORMA V3.0

Prevention of public nuisance

<p>Public Nuisance 4 - Litter</p> <p>Does the premises sell takeaway food, drinks or other produce/packaging which may generate litter/waste? YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> / N/A <input type="checkbox"/></p> <p>If YES, please identify the steps taken to prevent nuisance caused by litter</p> <p>.....</p> <p>.....</p> <p>Provision of litter bins <input checked="" type="checkbox"/></p> <p>Display of notices to customers <input type="checkbox"/></p> <p>Warnings/advice on packaging <input type="checkbox"/></p> <p>Instructions to staff to periodically clear litter from the street around the premises <input type="checkbox"/></p> <p>other (please specify)</p>		
<p>Public Nuisance 4 - potential control measures</p>	<p>CODE</p>	<p>✓</p>
<p>The licensee will ensure that business waste is stored inside closed containers awaiting collection, that litter arising from people using the premises is cleared away regularly, that promotional materials such as flyers do not create litter, and that other street advertising is carried out lawfully.</p>	<p>PN12</p>	<p>✓</p>

RISK ASSESSMENT - PRO FORMA V3.0

Prevention of public nuisance

Public Nuisance 5 - Transport / pedestrian movement

Do you have a procedure to ensure that local residents and businesses are not disturbed by customers entering and or leaving your premises:

YES / NO / N/A

If YES:

What steps do you take to ensure that the procedure(s) works?

.....

.....

.....

.....

Public Nuisance 5 - potential control measures

CODE	
	✓
PN13	/
PN14	
PN15	/
PN16	/

Clear and legible notices will be displayed at exits, car parks and other circulatory areas requesting patrons to leave the premises having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti-social behaviour.

Registered door staff will be employed and used where queues are likely to form to manage the queues and ensure:
Queues are restricted to cordoned areas to prevent them obstructing footpaths and spilling out onto roads, and to keep noise and obstructions away from residential property.

The premises supervisor and any door supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.

A facility will be provided for customers to order taxis/private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent location.

RISK ASSESSMENT - PRO FORMA V3.0

Protection of children from harm

<p>Protection of children from harm 1 - Entertainment of an adult nature</p>		
<p>Do you provide entertainment of a sexual or adult nature (including strong or offensive language)? YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> / N/A <input type="checkbox"/></p> <p>If so, do you only provide the adult entertainment at certain times/days of the week? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input checked="" type="checkbox"/></p> <p>Is your premises located near to premises which are children orientated? YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> / N/A <input type="checkbox"/></p>		
<p>Protection of children from harm 1 - potential control measures</p>	<p>CODE</p>	<p><input checked="" type="checkbox"/></p>
<p>People under 18 (including staff) will not be admitted to the premises at any time when entertainment of a sexual or adult nature is being provided.</p>	<p>PCH1</p>	<p><input checked="" type="checkbox"/></p>
<p>The Licensee will provide clear signage that entertainment of an adult nature is occurring which is not suitable for under 18s.</p>	<p>PCH2</p>	<p><input type="checkbox"/></p>
<p>Measures will be put in place for ensuring non-admission to persons under 18 years of age when entertainment of an adult nature is taking place, such as door supervision and age checks (including staff)</p>	<p>PCH3</p>	<p><input type="checkbox"/></p>
<p>The Licensee will not display outside the premises photographs or other images which indicate and suggest that striptease or similar entertainment takes place on the premises.</p>	<p>PCH4</p>	<p><input type="checkbox"/></p>
<p>Any person on the premises who can be observed from outside the premises will be properly and decently dressed.</p>	<p>PCH5</p>	<p><input type="checkbox"/></p>
<p>Any written or visual advertisement material, posters, signage, window display at or for the premises must not be of a sexually explicit and or suggestive nature, thus ensuring (minimising) that children are not exposed to unsuitable material which may harm their emotional or physical wellbeing.</p>	<p>PCH6</p>	<p><input type="checkbox"/></p>

RISK ASSESSMENT - PRO FORMA V3.0

Protection of children from harm

Protection of children from harm 2 - Under age sales of alcohol		
Do the premises sell or supply alcohol? YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/>		
Protection of children from harm 2 - potential control measures	CODE	✓
People under 18 will not be admitted.	PCH7	<i>KA</i>
The Licensee will adopt a proof of age scheme which is approved by WYP and West Yorkshire Trading Standards.	PCH8	
The Licensee's staff will ask for evidence of age from any person appearing to be under the age of 18 who is attempting to purchase alcohol at the premises.	PCH9	/
Signs will be provided informing customers that sales will not be made to under 18s, and that age identification may be required.	PCH10	/
Protection of children from harm 3 - Gambling		
Is there a strong element of gambling on the premises? YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> / N/A <input type="checkbox"/>		
Protection of children from harm 3 - potential control measures	CODE	✓
People under 18 (including staff) will not be admitted to the premises at any time when gambling is taking place.	PCH11	
or There will be sufficient screening of the relevant entertainment from view of those under 18.	PCH12	

RISK ASSESSMENT - PRO FORMA V3.0

Protection of children from harm

<p>Protection of children from harm 4 - Performers under 18</p>		
<p>Do entertainment performances include performances by children and young persons under 18? YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> / N/A <input type="checkbox"/></p> <p>NOTE The Children (Performance) Regulations 1968 as amended - continue to apply but are not conditions on the licence as that would be duplication</p>		
<p>Protection of children from harm 4 - potential control measures</p>	<p>CODE</p>	<p>✓</p>
<p>The Licensee will provide an adequate number of supervisors who can provide care for the children as they move from stage to dressing room etc, and to ensure that all children can be accounted for in case of an evacuation or an emergency.</p>	<p>PCH13</p>	
<p>The venue will be suitable to accommodate safely the numbers of children intended.</p>	<p>PCH14</p>	
<p>All supervisors and crew will receive instruction on the fire procedures applicable to the venue prior to the arrival of the children</p>	<p>PCH15</p>	
<p>The Licensee will ensure that all special effects eg flashing lights, dry ice, smoke etc are suitable for the children involved in the performance.</p>	<p>PCH16</p>	

RISK ASSESSMENT - PRO FORMA V3.0

Protection of children from harm

Protection of children from harm 5 - Entertainment and/or facilities specifically provided for children

Is any entertainment/facilities specifically provided for children?

YES / NO

If yes are the children unaccompanied or supervised by staff without parental presence (including where parents are elsewhere in the licensed premises)

YES / NO / N/A

Do you provide young persons discos or similar entertainment?

YES / NO / N/A

Protection of children from harm 5 - potential control measures

CODE



The Licensee will ensure that a supervisor is stationed in the area(s) or levels which are occupied by children. The supervisors will be placed in the vicinity to exits to the premises. There will be one supervisor per 50 children at all times.

PCH17

For closely seated audiences, ie theatres and cinemas, the ratio of supervisors will be 1 per 25 children. Provided that where the children are in the charge of an adult organiser such organisers will be regarded as attendants to an extent not exceeding half of the number of attendants required by the above condition PCH19.

PCH18

No child will be permitted to occupy the front row of any balcony gallery or tier, unless accompanied by and in the charge of a person who appears to have attained the age of 16 years.

PCH19

Close supervision will be held when children use balconies and other raised areas.

PCH20

Upon egress from the premises the Licensee will deploy staff on exit doors and within the vicinity of the premises to ensure the safe dispersal of children and the premises will not close until all children have left the area.

PCH21

RISK ASSESSMENT - PRO FORMA V3.0

Protection of children from harm

Protection of children from harm 6 - Films		
Is there a known risk of children being admitted to classified performances which are unsuitable for their age group? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Protection of children from harm 6 - potential control measures	CODE	✓
Children will be restricted from viewing films in accordance with the recommendations of a competent body (Usually the British Board of Film Classification) or the Licensing Authority Where the Licensing Authority is to make recommendations on the admission of children to films (i.e. instead of a film classification body) then the operator will submit the film to the authority 28 days before exhibition so as to provide sufficient time for the Licensing Authority to classify the film.	PCH22	
When a Licensing Authority has made a recommendation on the restriction of admission of children to a film, notices will be displayed both inside and outside the premises stating the classification of any film or trailer. Notices will follow the Statutory Guidance suggested wording.	PCH23	
Immediately before each exhibition of a film which has been passed by the British Board of Film Classification, there should be a statement, for at least 5 seconds, which reproduces the certificate of the Board; or for a trailer, then a statement approved by the Board indicating the classification of the film.	PCH24	

RISK ASSESSMENT - PRO FORMA V3.0

Protection of children from harm

<p>Protection of children from harm 7 - Child protection measures</p>		
<p>Do you have a system for ensuring the suitability of staff who work closely with children? YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p> <p>If YES state measures used: <u>All officers of the sporting bodies have CRB checked</u></p>		
<p>Are your premises located near any adult orientated premises? Eg a sex shop / amusement arcade? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p>		
<p>Protection of children from harm 7 - potential control measures</p>	<p>CODE</p>	<p>✓</p>
<p>The Licensee will perform the necessary background checks including relevant police checks on all potential staff before offering them employment. The Licensee will report any child related concerns to the police he/she has about potential staff, existing staff and customers.</p>	<p>PCH25</p>	<p>✓</p>
<p>The Licensee will ensure staff receive training to deal with unaccompanied children on the premises and prevent them from harm.</p>	<p>PCH26</p>	
<p>The Licensee will comply with the written guidance for protecting children from harm issued by Leeds City Council, Department of Social Services.</p>	<p>PCH27</p>	
<p>The Licensee will liase with any adult orientated premises close to his/her premises which the Licensee suspects are at risk of admitting underage children from his/her own premises.</p>	<p>PCH28</p>	

27 OCT 2009

2

EPR26M/1661V01

2, Coleridge Close

Oulton

Leeds

LS 268ET

24/11/09.

Tel No 01132829035

30 NOV 2009

Dear Mrs White,

I am writing as regards the application from Oulton + Woodlesford Social Club to gain permission to play live music etc from 6 - 11 pm (Mon - Sat) and 6 - 10.50pm (Sun).

I have no objection to them having music within their club house during those times, but since extending their car park it seems as though they think they can continue outside. It can get very noisy with the cars coming + going and the people who come outside to smoke. Their club house and car park are directly at the bottom of our garden.

Yours faithfully
Mrs M Boyce

26 NOV 2009

Mr S. Butler
9 Shelley Crescent
Oulton
Leeds
LS26 8ER

23rd November 2009

Entertainment Licencing
Leeds City Council
Civic Hall
LS1 1UR

Dear Sirs

OULTON AND WOODLESFORD SPORTS AND SOCIAL CLUB – APPLICATION TO VARY CLUB PREMISES CERTIFICATE TO PLAY LIVE MUSIC OR ANYTHING SIMILAR

I am dismayed to see the submission of the above mentioned application and must object in the strongest possible terms. The club have a long history of ignoring any controls over their activities. You should speak to your Planning Department, Asset Management Section and Parks and Countryside for evidence of this. Because of this history I do not believe that the club will behave responsibly when 'live music is played or anything similar'. The fact that the description of their application includes the words 'anything similar' fills me with dread. 'Anything similar' could mean just that 'anything'. Residents have previously had to suffer outdoor 'Karaoke' sessions where amplified music was played.

The club exercise no control over persons leaving the premises late at night and have not even had the decency to erect signs asking members to respect their neighbours. People regularly leave late at night shouting and swearing and any intensification of the use caused as a result of this application can only add to this existing nuisance.

Already loud amplified recorded music is emitted from the building on occasion which can be heard in the house with all the windows shut (presumably without the benefit of a licence?). The building is simply not suited for the playing of amplified music within it whether recorded or live without disturbing surrounding residents. The building is located too close to residential properties and the operators of the premises habitually open the fire doors when such music is being played because it is not adequately ventilated. I am aware that there have been recent complaints to your 'out of hours team' regarding this. Approval of this application will create a source of unreasonable disturbance and nuisance to local residents which will result in constant complaints to licencing.

In view of the above I must object to the application.

Finally, it is only by chance that I came across the notice of application. Given the location of the club, and its close proximity to the residential estate adjacent, I am surprised that there were no notices erected on the estate to advise residents. These are surely the people who will be most affected by the application and any noise emitted from the premises. I would ask, therefore, that the application is re-advertised with notices located on the streets where residents are likely to be interested/affected and that the period for comments to be made is extended/restarted.

Yours sincerely

Steve Butler



Originator: S Holder

Tel: 0113 247 4720

Report of the Assistant Chief Executive (Corporate Governance)

Report to the Licensing Sub Committee

Date: Monday 11th January 2010

Subject: Application for the Certification of Films

Electoral Wards Affected:

City Wide



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

To advise Members of an application for the certification of films to be shown at the UK Jewish Film Festival on Tour. This year they propose to hold the festival in February at the Cottage Road Cinema, Leeds Metropolitan University and the Majorie & Arnold Ziff Community Centre.

1.0 Purpose of the Report

1.1 This report informs Members with the background, history and issues of an application made under the Licensing Act 2003 ("the Act") for the certification of films that do not currently have a BBFC (British Board of Film Classification) certification. Finally, this report informs Members of the options available to them when considering an application for the certification of films.

2.0 Background Information

2.1 The Licensing Act 2003 applies to premises which provide film exhibitions. At present there are a total of 7 cinemas licensed in the Leeds District.

2.2 The majority of films shown in Cinemas will carry a Certificate from the British Board of Film Classification (BBFC), the categories of which are as follows:

Category `U` Passed for general exhibition

Category `PG` Passed for general exhibition but parents/guardians are advised that the film contains materials they might prefer children under fifteen years not to see.

Category `12`	Passed as suitable only for exhibition to persons of twelve years and over. When a programme includes a `12` film, no persons under twelve years can be admitted.
Category `12a`	Passed as suitable for children under the age of 12 if accompanied by an adult.
Category `15`	Passed as suitable only for exhibition to persons of fifteen years and over. when a programme includes a `15` film, no persons under fifteen years can be admitted.
Category `18`	Passed as suitable only for exhibition to adults. When a programme includes an `18; film no persons under the age of eighteen years can be admitted.

2.3 In addition to licensing premises for film exhibitions, the Licensing Authority has a duty under Section 20 of the Licensing Act 2003 to categorise a film which is absent of a certificate from a film classification body such as the BBFC. The Licensing Authority may also reject or modify a film which has received a Certificate from the BBFC.

3.0 Main Issues

3.1 A request has been received from the UK Jewish Film Festival on Tour, office to have a number films certified by the Licensing Panel.

3.2 Details of the films which require certification are attached hereto for Members attention at Appendix `A`.

3.3 The films are to be shown at the Cottage Road Cinema, Leeds Metropolitan University and the Majorie & Arnold Ziff Community Centre, all the premises have the benefit of a Premises Licence with the provision of films.

4.0 History

4.1 The UK Jewish Film Festival on Tour has been running since 2003 and this is the third visit to Leeds.

5.0 Implications for Council Policy and Governance

5.1 There are no implications for Council Policy and Governance in respect of determining this application.

6.0 Recommendations

6.1 Members are requested to consider this request for the certification of the films as attached hereto.

TOUR FILMS 2010**The Band's Visit – general release certificate 12****Fugitive Pieces – general release 15****With a Little Patience (Türelem) 12a**

Dir. Laszlo Nemes

Hungary 2007 14 mins

No narration

A young female office clerk is carrying out her daily routine - we follow all the little nuances of her face as she meticulously performs her everyday duties, until a stark revelation comes to light just outside her window, where a man is impatiently waiting for her.

**Dancing Alfonso U
(Ha'rikud shel Alfonso)**

Dir. Barak Heymann

Israel | 2008 | 50 mins |

Hebrew with English subtitles

The enduring resilience of the human spirit shines through Barak Heymann's joyous film about love and life as demonstrated by Alfonso in his obsession to keep on dancing and find a way out of his loneliness. Alfonso is a senior citizen who defies ageing and is the lead dancer in a flamenco class with an average age of 75. The dance group embodies every aspect of emotional life from vulnerability to jealousy and conflict whilst responding to their inspirational teacher who draws on their raw emotions to inspire them to dance. During the course of the filming Alfonso is widowed and then pursues other dancers in his class starting with his friend Sima, and then other women, as potential new partners in his life. *Dancing Alfonso* is a film that is essential viewing for anyone, of any age, who can respond to the sensuality of the Tango and identify with the quest for love.

Pinhas PG

Dir. Pini Tavger

Israel | 2008 | 32 mins |

Hebrew with English subtitles

Tel Aviv University- Film & TV Department

Pinchas and his mother are new immigrants from Russia who live in an apartment close to a religious family. When she is not at work his mother spends all her time with her lover and Pinchas, who feels

abandoned, is drawn to the unity of the family he watches and wants to join.

Praying with Lior U

Dir. Ilana Trachtman
USA | 2008 | 87 mins |
English

There is no doubt that Lior loves to pray. But the film poses the question as to whether someone with Downs Syndrome can be a spiritual genius. Many people think that Lior is 'close to God' - at least that's what his family and community believe, though he's also a burden, a best friend, an inspiration and an embarrassment, depending on who is asked and when.

Trachtman's skill is to reach into the nucleus of this wonderfully complex family at the centre of Lior's story, and to observe the dynamics that make up their lives. Devora, Lior's mother died in 1997 when he was six years old leaving their father, also a Rabbi, with four children and a demanding task ahead of him. As Lior prepares for his barmitzvah his father and the family assist with all their generous energy and creativity and the resulting celebration, attended by 300 people from their community, is inspirational.

The Girl on The Train (La Fille du RER) 15

Dir. André Téchiné
France | 2009 | 105 mins
French with English subtitles

Starring Catherine Deneuve and Ronit Elkabetz

Taking his lead from a real-life media furore, André Téchiné's latest film presents a fascinating enigma. Pretty, restless young *Parisienne* Jeanne (Émilie Dequenne) lives with her widowed mother Louise (Catherine Deneuve) in the suburbs. Jeanne seeks solace in the tattooed arms of budding wrestler Franck (Nicolas Duvauchelle) and makes an abortive attempt to secure a job working for Samuel Bleistein (Michel Blanc), a Jewish lawyer who once courted her mother. Téchiné pulls the rug from under us as an initial trauma gives way to something more sinister. Drawn to Holocaust documentaries and reports of anti-Semitic violence, Jeanne initiates an elaborate lie that a gang of youths subjected her to a vicious assault, mistaking her for

a Jew. *The Girl on the Train* is classic Téchiné, offering no easy answers and blurring the boundaries between a brittle urban bourgeoisie and those on the periphery of French society. A captivating cast includes Israeli actress (and UKJFF favourite) Ronit Elkabetz as Bleistein's fierce daughter-in-law.

Eli and Ben PG

Director: Ori Ravid

Israel 2009 89 mins

Language: Hebrew with English subtitles

Cast: Starring Lior Ashkenazi

Eli is a mischievous 12 year old, preoccupied with playing tricks on his teachers and his crush on the most popular girl in class. His cushioned reality collapses when his beloved father, Ben, is arrested on suspicion of accepting bribes. Convinced of his father's innocence, Eli sets out to convince the celebrated police inspector in charge of the investigation, that, for once, he is wrong.

As if this weren't enough, events at school take a turn for the worse and Eli is torn between friendship and responsibility. This roller-coaster journey takes Eli to unexpected places as he tries to negotiate between love and trust, honesty and corruption. A sensitive, coming-of-age story with an accomplished cast including Lior Ashkenazi (*Late Marriage, Walk on Water*), and an outstanding performance by Yuval Shevah, who plays Eli with confidence and charm. This bittersweet family drama will win the hearts of both young and old alike

Gefilte Fish PG

Dir. Shelly Kling

Israel 2008 10 mins

Hebrew with English subtitles

A story of a young woman torn between her pre-wedding family tradition to kill and prepare gefilte fish and her sympathy for the live fish swimming in her bath.

Adam Resurrected 15

Dir. Paul Schrader

Germany/USA/Israel 2008 106 mins

English

Starring Jeff Goldblum, Sir Derek Jacobi, Ayelet Zurer and Willem Dafoe
Featuring a remarkable international cast peppered with star cameos, *Adam Resurrected* is essential viewing for 2009. US auteur

Paul Schrader (*American Gigolo*, *The Walker*) proves a suitably imaginative choice to direct this big-screen version of Yoram Kaniuk's 1969 novel *Adam Ben Kelev*, a dazzlingly original account of Holocaust survival. Jeff Goldblum is a revelation as Adam Stein, a charismatic Berlin circus impresario who survives the camps by acting as pet 'dog' to SS Commandant Klein (Willem Dafoe). By 1961 Adam rules the roost as a patient at a stark psychiatric institute in the Negev Desert, run by Dr. Gross (Sir Derek Jacobi) and the sternly seductive Nurse Gina (Ayelet Zurer). But a strange new arrival re-awakens Adam's guilt at his family's fate. Schrader and screenwriter Noah Stollman's blackly comic vision scatters Adam's purgatorial present with atmospheric music-hall flashbacks and glimpses of his post-war life in Haifa and Tel Aviv, creating an inimitable portrait of rebellion and survival.

Father's Footsteps 12a

Comme ton Pere

Director: Marco Carmel

France 2007 95 mins

Language: French with English subtitles

Cast: Starring Gad Elmaleh and Yael Abecassis

Arriving in France from Israel in 1968, the Maimons join scores of other Algerian and Tunisian Jewish families in Paris' burgeoning Belleville district. Good-hearted Felix (Gad Elmaleh) reluctantly begins a life of crime to provide for his wife Mireille (Yael Abecassis) and sons, until he meets Sephardi gangster Serge (Richard Berry), from the same village as Mireille. Serge treats the Maimons as kin, but has bigger plans for Felix's criminal career.

Told from the point of view of 11-year-old Michel (Jules-Angelo Bigarnet), *Father's Footsteps* is a captivating study in loss of innocence and the power of ethnic allegiance, set against the backdrop of the 1973 Yom Kippur War. In an eerie subplot, Michel stumbles upon an abandoned hideaway littered with Nazi relics, bringing the past and present face to face. Elmaleh and Abecassis are exceptional as the beleaguered parents in this classy debut from Israeli director Marco Carmel.

I Am Ruthie Segal, Hear Me Roar PG

Director: Minkie Spiro

UK 2009

Language: English

Prods. Knish Collective in association with Third Man Films

Winner – The Pears Foundation UKJFF Short Film Fund

Today is Ruthie Segal's big batmitzvah. The fish balls are defrosted, the dress is ironed, and the guests are waiting... but Ruthie has a slightly different idea about what it means to become a woman. This short comedy celebrates chutzpah, passion and everyone's secret obsession with shmaltzy musicals.

Mama Le'Chaim PG

Dir. Elkan Spiller | USA | 2008 | 5 mins | English

Sixty two year-old Chaim Lubelski lives with his 95-year-old mother, a concentration camp survivor. Chaim has dedicated himself to giving his mother the 24 hour care she needs. The pair are both lively, funny characters and we follow the pain and laughter of their everyday existence as, with faith and humour, they simply keep going, never giving up hope

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