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## LICENSING SUB-COMMITTEE

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MEETING TO BE HELD IN CIVIC HALL, LEEDS ON  
MONDAY, 22ND MARCH, 2010 AT 10.00 AM

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### MEMBERSHIP

#### Councillors

J Dunn - Ardsley and Robin Hood;  
R D Feldman - Alwoodley;  
T Hanley - Bramley and Stanningley;

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

Laura Pilgrim  
247 4359

# A G E N D A

| Item No | Ward | Item Not Open |   | Page No |
|---------|------|---------------|---|---------|
| 1       |      |               | <b><u>PRELIMINARY PROCEDURES</u></b><br><br><b>ELECTION OF THE CHAIR</b>  |         |
| 2       |      |               | <b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b><br><br>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)<br><br>(*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><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>1) To highlight reports or appendices which:</p> <p>a) officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>b) To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>c) If so, to formally pass the following resolution:-</p> <p><b>RESOLVED</b> – That the press and public be excluded from the meeting during consideration of those parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information</p> <p>2) To note that under the Licensing Procedure rules, the press and the public will be excluded from that part of the hearing where Members will deliberate on each application as it is in the public interest to allow the Members to have a full and frank debate on the matter before them.</p> |         |
| 4       |      |               | <p><b>LATE ITEMS</b></p> <p>To identify any applications as late items of business which have been admitted to the agenda for consideration</p> <p>(the special circumstances shall be identified in the minutes)</p>  |         |

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|---------|----------------|---------------|---|----------|
| 5       |                |               | <p><b>DECLARATIONS OF INTEREST</b></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><b><u>HEARINGS</u></b></p>  |          |
| 6       | Temple Newsam; |               | <p><b>"TESCO EXPRESS" - APPLICATION FOR THE GRANT OF A PREMISES LICENCE FOR THE PREMISES TO BE KNOWN AS "TESCO EXPRESS" 267B SELBY ROAD, OSMONDTHORPE, LEEDS, LS15 7JR</b></p> <p>To consider the report of the Assistant Chief Executive (Corporate Governance ) setting out details of an application for the grant of a Premises Licence for “Tesco Express” 267B Selby Road, Osmondthorpe, Leeds, LS15 7JR</p> <p>(Report attached)</p>   | 1 - 48   |
| 7       | Temple Newsam; |               | <p><b>"HALTON MOOR SPORTS AND SOCIAL CLUB" - APPLICATION FOR THE GRANT OF A PREMISES LICENCE FOR THE PREMISES KNOWN AS "HALTON MOOR SPORTS AND SOCIAL CLUB" 75 CARTMELL DRIVE, HALTON, LEEDS, LS15 0DE</b></p> <p>To consider the report of the Assistant Chief Executive (Corporate Governance ) setting out details of an application for the grant of a Premises Licence for “Halton Moor Sports and Social Club” 75 Cartmell Drive, Halton, Leeds, LS15 0DE.</p> <p>(Report attached)</p> | 49 - 100 |

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| 8       | Garforth and Swillington; |               | <p><b>"GARFORTH PARISH CHURCH CRICKET CLUB" - APPLICATION FOR THE GRANT OF A CLUB PREMISES CERTIFICATE FOR THE PREMISES KNOWN AS "GARFORTH PARISH CHURCH CRICKET CLUB" GREEN LANE, GARFORTH, LS25 2AF</b></p> <p>To consider the report of the Assistant Chief Executive (Corporate Governance ) setting out details of an application for the grant of a Club Premises Certificate for “Garforth Parish Church Cricket Club” Green Lane, Garforth, LS25 2AF.</p> <p>(Report attached)</p> | 101 - 132 |

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Originator: Emma White

Tel: 0113 247 4095

## Report Of The Assistant Chief Executive (Corporate Governance )

### Report To The Licensing Sub Committee

DATE: Monday 22<sup>nd</sup> March 2010

Subject: Application For The Grant Of A Premises Licence For : Tesco Express, 267b Selby Road, Osmondthorpe, Leeds, LS15 7JR

#### Electoral Wards Affected:

Temple Newsam

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 grant of a Premises Licence for a premises situated at 275b Selby Road, Osmondthorpe, Leeds, LS15 7JR trading as Tesco Express. On the original application the hours applied for sale of alcohol were everyday 06:00 - 23:00. Following discussions between the applicant and relevant authorities these hours were reduced to 07:00 – 23:00 which is in line with the planning consent as noted in 3.3.

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 17 of the Licensing Act 2003 ("the Act") for a Premises Licence in respect of Tesco Express, 267b Selby Road, Osmondthorpe, Leeds, LS15 7JR The Licensing Sub-Committee is required to consider this application due to the receipt of representations.

### 2.0 History of Premises

2.1 This is the first application for a Premises Licence for these premises.

### 3.0 The Application

3.1 The applicant is Tesco Stores Ltd

3.2 The location and the proximity to neighboring premises can be seen on the map provided; Members attention is drawn to **Appendix A**.

3.3 A copy of the application and operating schedule are attached as **Appendix B** to this report. For the assistance of members, the Operating Schedule shows:

**i) Proposed licensable activities**

M Supply Of Alcohol

**ii) Proposed hours of licensable activities**

The proposed hours of licensable activities are as follows:

Everyday 07:00 – 23:00

Tesco Express originally applied for 06:00 – 23:00 following discussions with the relevant authorities these hours were reduced to the above hours. An email confirming this was sent by the Applicants Agent

Members are invited to consider **Appendix C** of this report

**iii) Steps to promote licensing objectives**

The applicant proposes to take specific steps to promote the licensing objectives identified in section "P" of the application form.

**iv) Proposed times when the premises is open to the public**

The premises propose to open to the public between the following hours:

Everyday 07:00 – 23:00

**v) Proposed Designated Premises Supervisor**

On the original application the intended Designated Premises Supervisor was a Mr Greg Bartley. The intended Designated Premises Supervisor has now been changed to Mr Carl Bickerton

**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 Responsible Authorities have made the following representations:

- **Representations received from West Yorkshire Police**

Agreements have been reached and conditions agreed between the applicant and West Yorkshire Police via email

Members are invited to consider **Appendix D** of this report



- **Representations received from Environmental Protection Team**

The Environmental Protection team have now withdrawn their objection following the amendment to the Sale of Alcohol Hours

Members are invited to consider **Appendix E** of this report.

- **Representations received from Development Department**

The Development Department have now withdrawn their objection following the amendment to the Sale of Alcohol Hours

Members are invited to consider **Appendix F** of this report

- **Interested Parties have made the following representations**

Members Of The Public have made the following representation

Members are invited to consider **Appendix G** of this report

## **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 making 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 application as requested.
- Grant the application whilst imposing additional conditions and/or altering in any way the proposed operating schedule
- Refuse to specify the said person as the Designated Premises Supervisor.
- Reject whole or part of the 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.

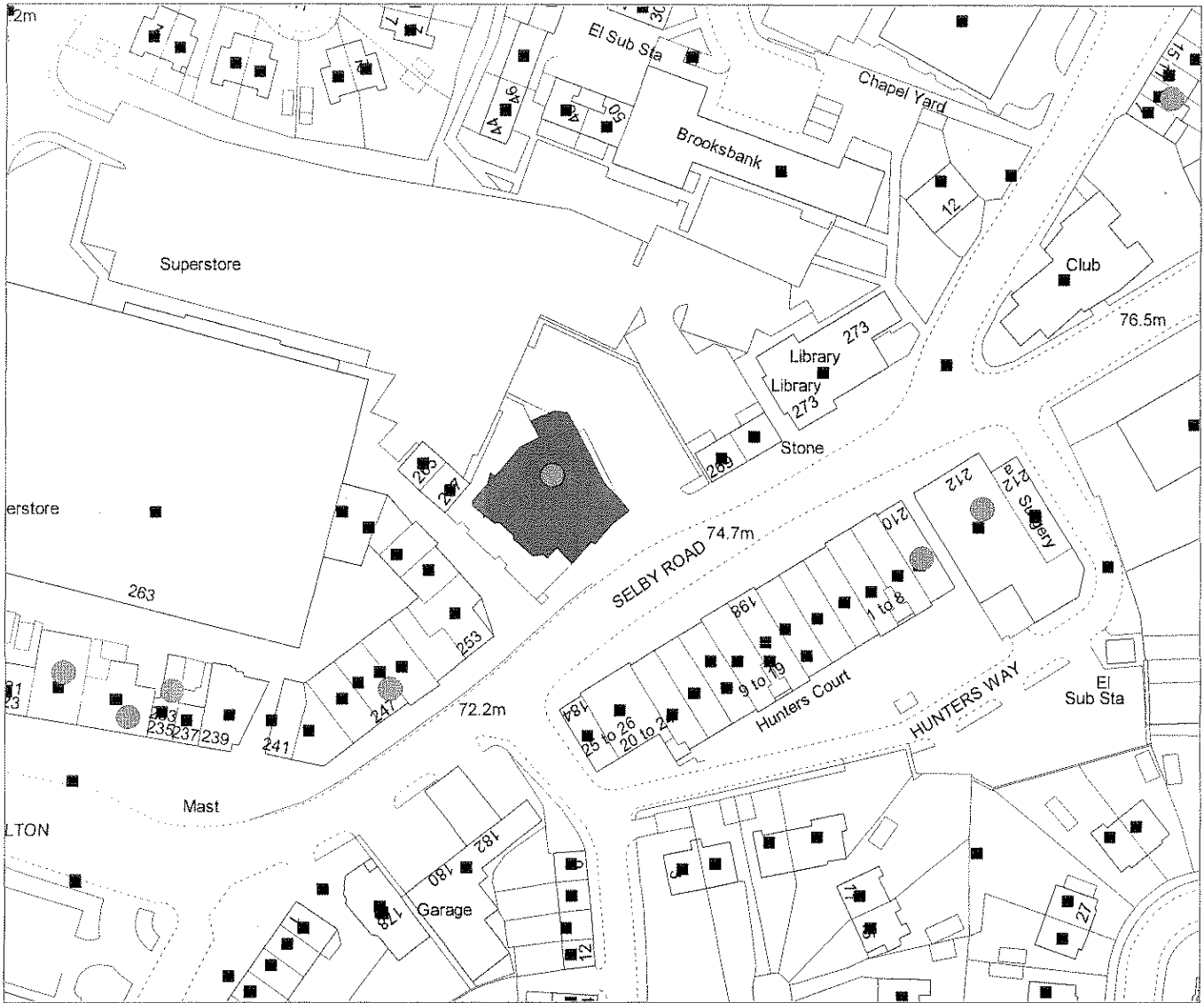
### **Background Papers**

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



**PREM/02837 Tesco Express**

**267B Selby Road, Osmondthorpe, Leeds, LS15 7JR**



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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|               |                  |
|---------------|------------------|
| <b>Date:</b>  | 24 February 2010 |
| <b>Scale:</b> | 1:1250           |

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

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure 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.

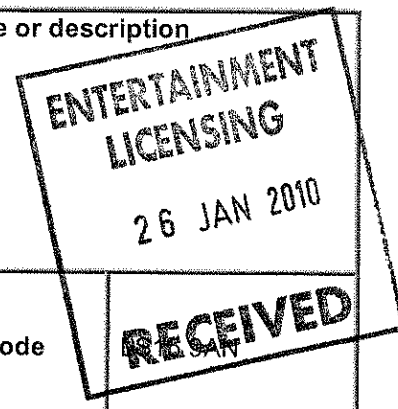
|      |                  |
|------|------------------|
| I/We | Tesco Stores Ltd |
|------|------------------|

*(Insert name(s) of applicant)*

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

**Part 1 – Premises Details**

|  |       |           |  |
|--|-------|-----------|--|
| Postal address of premises or, if none, ordnance survey map reference or description |       |           |  |
| Selby Road<br>Halton   |       |           |  |
| Post town  | Leeds | Post code |  |



|   |   |
|---|---|
| Telephone number at premises (if any)   | -   |
| Non-domestic rateable value of premises | Not Yet Assessed, but enclosing cheque for £315.00 to cover fee |

**Part 2 - Applicant Details**

Please state whether you are applying for a premises licence as  
Please tick yes

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

|    |  |  |                             |
|----|--|--|-----------------------------|
| d) | a charity  |  | please complete section (B) |
| e) | the proprietor of an educational establishment   |  | please complete section (B) |
| f) | a health service body  |  | please complete section (B) |
| g) | a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital |  | please complete section (B) |
| h) | the chief officer of police of a police force in England and Wales   |  | please complete section (B) |

|  |  |                 |
|--|--|-----------------|
| * If you are applying as a person described in (a) or (b) please confirm:  |  | Please tick yes |
| <ul style="list-style-type: none"> <li>I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or</li> </ul>  |  | X               |
| <ul style="list-style-type: none"> <li>I am making the application pursuant to a           <ul style="list-style-type: none"> <li>statutory function or</li> <li>a function discharged by virtue of Her Majesty's prerogative</li> </ul> </li> </ul> |  |                 |

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

|   |     |      |             |                                |  |
|---|-----|------|-------------|--------------------------------|--|
| Mr  | Mrs | Miss | Ms          | Other Title (for example, Rev) |  |
| Surname   |     |      | First names |                                |  |
| I am 18 years old or over                                 |     |      |             | Please tick yes                |  |
| Current postal address if different from premises address |     |      |             |                                |  |
| Post Town   |     |      |             | Postcode                       |  |
| Daytime contact telephone number                          |     |      |             |                                |  |
| E-mail address (optional)                                 |     |      |             |                                |  |

**SECOND INDIVIDUAL APPLICANT** (if applicable)

|   |     |      |             |                                |  |
|---|-----|------|-------------|--------------------------------|--|
| Mr  | Mrs | Miss | Ms          | Other Title (for example, Rev) |  |
| Surname   |     |      | First names |                                |  |
| I am 18 years old or over                                 |     |      |             | Please tick yes                |  |
| Current postal address if different from premises address |     |      |             |                                |  |
| Post Town   |     |      |             | Postcode                       |  |
| Daytime contact telephone number                          |     |      |             |                                |  |
| E-mail address (optional)                                 |     |      |             |                                |  |

**(B) OTHER APPLICANTS**

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

|   |
|---|
| Name Tesco Stores Ltd   |
| Address<br>Tesco House<br>Delamare Road<br>Cheshunt<br>Waltham Cross<br>Herts<br>EN8 9SL  |
| Registered number (where applicable)<br>Company Number: 00519500  |
| Description of applicant (for example, partnership, company, unincorporated association etc.)<br>Limited Company  |
| Telephone number (if any) 01707 298345  |
| E-mail address (optional) <a href="mailto:licensing.team@uk.tesco.com">licensing.team@uk.tesco.com</a><br><b>PLEASE NOTE THIS EMAIL ADDRESS HAS RECENTLY CHANGED.</b> |

**Part 3 Operating Schedule**

|  |  |
|--|--|
| When do you want the premises licence to start?  | Day As soon as possible<br>Month<br>Year |
| If you wish the licence to be valid only for a limited period, when do you want it to end? | Day<br>Month<br>Year                     |

Please give a general description of the premises (please read guidance note1)

Retail premises (supermarket) selling a range of goods and services. This includes the sale of alcohol for consumption off the premises. Sales of alcohol for consumption off the premises are made from the supermarket sales floor as shown on the enclosed plan.

|  |     |
|--|-----|
| If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend. | N/A |
|--|-----|

What licensable activities do you intend to carry on from the premises?  
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

| <b>Provision of regulated entertainment</b>   |  | <b>Please tick yes</b> |
|---|--|------------------------|
| 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) |                        |
| <b>Provision of entertainment facilities:</b> |  |                        |
| 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) |   |
| <b>Provision of late night refreshment</b> (if ticking yes, fill in box L) |  |   |
| <b>Supply of alcohol</b> (if ticking yes, fill in box M)                   |  | X |

In all cases complete boxes N, O and P

**A**

| Plays<br>Standard days and timings (please read guidance note 6) |       |        | Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)  | Indoors   |      |
|--|-------|--------|--|---|------|
| Day  | Start | Finish |  | Outdoors  |      |
| Mon  |       |        |  | <b>Please give further details here</b> (please read guidance note 3) | Both |
| Tue  |       |        |  |   |      |
| Wed  |       |        | <b>State any seasonal variations for performing plays</b> (please read guidance note 4)  |   |      |
| Thur   |       |        |  |   |      |
| Fri  |       |        | <b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 5) |   |      |
| Sat  |       |        |  |   |      |
| Sun  |       |        |  |   |      |



**B**

|   |              |               |   |          |  |
|---|--------------|---------------|---|----------|--|
| <b>Films</b><br>Standard days and timings (please read guidance note 6) |              |               | <b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 2)  | Indoors  |  |
|   |              |               |   | Outdoors |  |
|   |              |               |   | Both     |  |
| <b>Day</b>  | <b>Start</b> | <b>Finish</b> | <b>Please give further details here</b> (please read guidance note 3)   |          |  |
| Mon   |              |               |   |          |  |
| Tue   |              |               | <b>State any seasonal variations for the exhibition of films</b> (please read guidance note 4)  |          |  |
| Wed   |              |               |   |          |  |
| Thur  |              |               | <b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 5) |          |  |
| Fri   |              |               |   |          |  |
| Sat   |              |               |   |          |  |
| Sun   |              |               |   |          |  |

**C**

| <b>Indoor sporting events</b><br>Standard days and timings<br>(please read guidance note 6) |       |        | <b>Please give further details</b> (please read guidance note 3)   |
|---|-------|--------|--|
| Day   | Start | Finish |  |
| Mon   |       |        |  |
|   |       |        |  |
| Tue   |       |        | <b>State any seasonal variations for indoor sporting events</b> (please read guidance note 4)  |
|   |       |        |  |
| Wed   |       |        |  |
|   |       |        |  |
| Thur  |       |        | <b>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</b> (please read guidance note 5) |
|   |       |        |  |
| Fri   |       |        |  |
|   |       |        |  |
| Sat   |       |        |  |
|   |       |        |  |
| Sun   |       |        |  |
|   |       |        |  |

**D**

| Boxing or wrestling entertainments<br>Standard days and timings (please read guidance note 6) |       |        | Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)   | Indoors  |  |
|---|-------|--------|---|----------|--|
|   |       |        |   | Outdoors |  |
| Day   | Start | Finish |   | Both     |  |
| Mon   |       |        | <b>Please give further details here</b> (please read guidance note 3)   |          |  |
|   |       |        |   |          |  |
| Tue   |       |        | <b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 4)  |          |  |
|   |       |        |   |          |  |
| Wed   |       |        | <b>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</b> (please read guidance note 5) |          |  |
|   |       |        |   |          |  |
| Thur  |       |        |   |          |  |
|   |       |        |   |          |  |
| Fri   |       |        |   |          |  |
|   |       |        |   |          |  |
| Sat   |       |        |   |          |  |
|   |       |        |   |          |  |
| Sun   |       |        |   |          |  |
|   |       |        |   |          |  |

**E**

|  |       |        |   |                          |
|--|-------|--------|---|--------------------------|
| <b>Live music</b><br>Standard days and timings (please read guidance note 6) |       |        | <b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)  |                          |
|  |       |        | Indoors   | <input type="checkbox"/> |
|  |       |        | Outdoors  | <input type="checkbox"/> |
|  |       |        | Both  | <input type="checkbox"/> |
| Day  | Start | Finish | <b>Please give further details here</b> (please read guidance note 3)   |                          |
| Mon  |       |        |   |                          |
|  |       |        |   |                          |
| Tue  |       |        |   |                          |
|  |       |        |   |                          |
| Wed  |       |        |   |                          |
|  |       |        |   |                          |
|  |       |        | <b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)  |                          |
| Thur   |       |        |   |                          |
|  |       |        |   |                          |
|  |       |        | <b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 5) |                          |
| Fri  |       |        |   |                          |
|  |       |        |   |                          |
| Sat  |       |        |   |                          |
| Sun  |       |        |   |                          |
|  |       |        |   |                          |

**F**

|  |       |        |   |          |  |
|--|-------|--------|---|----------|--|
| <b>Recorded music</b><br>Standard days and timings (please read guidance note 6) |       |        | <b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)  | Indoors  |  |
|  |       |        |   | Outdoors |  |
|  |       |        |   | Both     |  |
| Day  | Start | Finish | <b>Please give further details here</b> (please read guidance note 3)   |          |  |
| Mon  |       |        |   |          |  |
| Tue  |       |        | <b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 4)  |          |  |
| Wed  |       |        |   |          |  |
| Thur   |       |        |   |          |  |
| Fri  |       |        | <b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</b> (please read guidance note 5) |          |  |
| Sat  |       |        |   |          |  |
| Sun  |       |        |   |          |  |

**G**

| Performances of dance<br>Standard days and timings (please read guidance note 6) |       |        | <u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)  | Indoors  |  |
|--|-------|--------|--|----------|--|
|  |       |        |  | Outdoors |  |
|  |       |        |  | Both     |  |
| Day  | Start | Finish | <u>Please give further details here</u> (please read guidance note 3)  |          |  |
| Mon  |       |        |  |          |  |
|  |       |        |  |          |  |
| Tue  |       |        |  |          |  |
|  |       |        |  |          |  |
| Wed  |       |        | <u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)  |          |  |
|  |       |        |  |          |  |
| Thur   |       |        |  |          |  |
|  |       |        |  |          |  |
| Fri  |       |        | <u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5) |          |  |
|  |       |        |  |          |  |
| Sat  |       |        |  |          |  |
|  |       |        |  |          |  |
| Sun  |       |        |  |          |  |
|  |       |        |  |          |  |

**H**

|   |       |        |  |          |  |
|---|-------|--------|--|----------|--|
| <p>Anything of a similar description to that falling within (e), (f) or (g)<br/>Standard days and timings (please read guidance note 6)</p> |       |        | <p><u>Please give a description of the type of entertainment you will be providing</u></p>   |          |  |
| Day   | Start | Finish | <p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)</p>   | Indoors  |  |
| Mon   |       |        |  | Outdoors |  |
|   |       |        |  | Both     |  |
| Tue   |       |        | <p><u>Please give further details here</u> (please read guidance note 3)</p>   |          |  |
| Wed   |       |        |  |          |  |
| Thurs   |       |        | <p><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)</p>  |          |  |
| Fri   |       |        |  |          |  |
| Sat   |       |        | <p><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</p> |          |  |
| Sun   |       |        |  |          |  |

|  |       |        |   |  |         |
|--|-------|--------|---|--|---------|
| <b>Provision of facilities for making music</b><br>Standard days and timings (please read guidance note 6) |       |        | <b><u>Please give a description of the facilities for making music you will be providing</u></b>  |  |         |
|  |       |        | <b><u>Will the facilities for making music be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)   |  | Indoors |
|  |       |        | Outdoors  |  |         |
|  |       |        | Both  |  |         |
| Day  | Start | Finish | <b><u>Please give further details here</u></b> (please read guidance note 3)  |  |         |
| Mon  |       |        |   |  |         |
| Tue  |       |        | <b><u>State any seasonal variations for the provision of facilities for making music</u></b> (please read guidance note 4)  |  |         |
| Wed  |       |        |   |  |         |
| Thurs  |       |        | <b><u>Non standard timings. Where you intend 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></b> (please read guidance note 5) |  |         |
| Fri  |       |        |   |  |         |
| Sat  |       |        |   |  |         |
| Sun  |       |        |   |  |         |



**J**

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

**K**

|  |       |        |   |          |  |
|--|-------|--------|---|----------|--|
| <b>Provision of facilities for entertainment of a similar description to that falling within i or j</b><br>Standard days and timings (please read guidance note 6) |       |        | <b><u>Please give a description of the type of entertainment facility you will be providing</u></b>   |          |  |
| Day  | Start | Finish | <b><u>Will the entertainment facility be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)  | Indoors  |  |
| Mon  |       |        |   | Outdoors |  |
|  |       |        |   | Both     |  |
| Tue  |       |        | <b><u>Please give further details here</u></b> (please read guidance note 3)  |          |  |
| Wed  |       |        |   |          |  |
|  |       |        |   |          |  |
| Thurs  |       |        | <b><u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u></b> (please read guidance note 4)  |          |  |
| Fri  |       |        |   |          |  |
|  |       |        |   |          |  |
| Sat  |       |        | <b><u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5) |          |  |
| Sun  |       |        |   |          |  |
|  |       |        |   |          |  |

L

| Late night refreshment<br>Standard days and timings (please read guidance note 6) |       |        | Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)   | Indoors  |  |
|---|-------|--------|---|--|--|
|   |       |        |   | Outdoors   |  |
| Day   | Start | Finish |   | Both   |  |
| Mon   |       |        |   | <b><u>Please give further details here</u></b> (please read guidance note 3) |  |
|   |       |        |   |  |  |
| Tue   |       |        | <b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 4)   |  |  |
|   |       |        |   |  |  |
| Wed   |       |        |   |  |  |
|   |       |        |   |  |  |
| Thurs   |       |        |   |  |  |
|   |       |        |   |  |  |
| Fri   |       |        | <b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 5) |  |  |
|   |       |        |   |  |  |
| Sat   |       |        |   |  |  |
|   |       |        |   |  |  |
| Sun   |       |        |   |  |  |
|   |       |        |   |  |  |

**M**

|   |       |        |  |                  |   |   |  |  |
|---|-------|--------|--|------------------|---|---|--|--|
| <b>Supply of alcohol</b><br>Standard days and timings (please read guidance note 6) |       |        | <b>Will the supply of alcohol be for consumption</b><br><b>(Please tick box)</b> (please read guidance note 7) | On the premises  |   |   |  |  |
|   |       |        |  | Off the premises | X |   |  |  |
|   |       |        |  | Both             |   |   |  |  |
| Day   | Start | Finish | <b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)<br><br>N/A        |                  |   |   |  |  |
| Mon   | 06:00 | 23:00  |  |                  |   |   |  |  |
|   |       |        |  |                  |   |   |  |  |
| Tue   | 06:00 | 23:00  |  |                  |   |   |  |  |
|   |       |        |  |                  |   |   |  |  |
| Wed   | 06:00 | 23:00  |  |                  |   |   |  |  |
|   |       |        |  |                  |   |   |  |  |
| Thur  | 06:00 | 23:00  |  |                  |   | <b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 5) |  |  |
|   |       |        |  |                  |   |   |  |  |
| Fri   | 06:00 | 23:00  |  |                  |   |   |  |  |
|   |       |        |  |                  |   |   |  |  |
| Sat   | 06:00 | 23:00  |  |                  |   |   |  |  |
|   |       |        |  |                  |   |   |  |  |
| Sun   | 06:00 | 23:00  |  |                  |   |   |  |  |
|   |       |        |  |                  |   |   |  |  |

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

|   |
|---|
| <b>Name</b> Greg Bartley  |
| <b>Address</b><br>39 Offley Road<br>Hitchin<br>Herts                  |
| <b>Postcode</b> SG5 2BB   |
| <b>Personal Licence number (if known)</b> HARLOW/PERS/0094            |
| <b>Issuing licensing authority (if known)</b> Harlow District Council |

**N**

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

N/A

**O**

|   |       |        |   |
|---|-------|--------|---|
| <p><b>Hours premises are open to the public</b><br/>Standard days and timings (please read guidance note 6)</p> |       |        | <p><b>State any seasonal variations</b> (please read guidance note 4)</p> <p>N/A</p>  |
| Day   | Start | Finish | <p><b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 5)</p> <p>N/A</p> |
| Mon   | 06:00 | 23:00  |   |
|   |       |        |   |
| Tue   | 06:00 | 23:00  |   |
|   |       |        |   |
| Wed   | 06:00 | 23:00  |   |
|   |       |        |   |
| Thur  | 06:00 | 23:00  |   |
|   |       |        |   |
| Fri   | 06:00 | 23:00  |   |
|   |       |        |   |
| Sat   | 06:00 | 23:00  |   |
|   |       |        |   |
| Sun   | 06:00 | 23:00  |   |
|   |       |        |   |

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

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

We are a national retailer that sells alcohol as part of a broad offering of goods and services. We have held off-licences in our stores for many years and are an approved British Institute of Inn-keeping examination centre. We have written training policies and formal training programmes are in place, which ensure our people are equipped to meet all licensing objectives. All training and revision/refresher materials are reviewed regularly. We have introduced our 'Think 25' policy to all of our stores in June 2009, this policy is brought to customer's attention through point of sale material at the checkout and where alcohol is displayed for sale. We take legal compliance very seriously and in addition to local training we employ a central alcohol licensing compliance manager and have a compliance committee.

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

The premises will have digital CCTV system that covers many areas of the shop floor, including the proposed area which will be used for beer and wine, should we be successful with our application. Images will be retained for a minimum of 21 days and made available on enforcement request. Ordinarily, a member of the Management team will be on the premises all the time the store is open. A person will have responsibility for the premises whilst the premises are open.

**c) Public safety**

A person will have responsibility for the premises whilst the premises are open. Management will be trained to support the running of the premises including looking after our customers and staff. The store will adhere to all rules and regulations relating to public safety.

**d) The prevention of public nuisance**

We intend to be an active member of the community.  
We welcome the opportunity to liaise with Police and enforcement authorities should the need arise.

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

All staff will be trained and regularly refreshed in the corporate 'Think 25' Policy. Staff will be trained to look at the customer and 'Think 25' when selling alcohol.  
A till prompt will appear on the initial sale of alcohol that will remind the seller of their responsibilities including not to sell alcohol to anyone under the age of 18.  
The store will display signage around the premises informing both staff and customers of our 'Think 25' policy on alcohol.

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

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

**Part 4 – Signatures** (please read guidance note 10)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (See guidance note 11). If signing on behalf of the applicant please state in what capacity.

|           |                                  |
|-----------|----------------------------------|
| Signature |                                  |
| Date      | 25 <sup>th</sup> January 2010    |
| Capacity  | Greg Bartley - Licensing Manager |

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent.** (Please read guidance note 12). If signing on behalf of the applicant please state in what capacity.

|           |  |
|-----------|--|
| Signature |  |
| Date      |  |
| Capacity  |  |

**Contact name (where not previously given) and postal address for correspondence associated with this application** (please read guidance note 13)

Greg Bartley  
Licensing Team, Tesco Stores Ltd, Cirrus Building C, Shire Park

|           |        |           |         |
|-----------|--------|-----------|---------|
| Post town | Welwyn | Post code | AL7 1ZR |
|-----------|--------|-----------|---------|

|  |              |  |
|--|--------------|--|
|  | Garden City  |  |
| Telephone number (if any)  | 01707 298348 |  |
| If you would prefer us to correspond with you by e-mail your e-mail address (optional) |              |  |
| licensing.team@uk.tesco.com  |              |  |

#### Notes for Guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.



Consent of individual to being specified as premises supervisor

I, CARL ANTHONY BICKERTON. 16-12-77  
[Insert full name of applicant] [Date of Birth]

of

65 BRAINE CROFT, BRADFORD, B76 2JF.  
[Insert full home address and postcode]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for varying a premises licence to specify an individual as designated premises supervisor under section 37 of the Licensing Act 2003 by Tesco Stores Ltd relating to a premises licence:

Leeds / Per 1 / 00496 / 05.  
[Insert existing Premises Licence Number if any]

for

6082  
Seiby Rd, Halton, Leeds, L15 9AN.  
[Insert name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of the application made by Tesco Stores Ltd concerning the supply of alcohol at the above premises.

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

Leeds / Per 1 / 00496 / 05.  
[Insert personal licence number, if any]

Personal Licence issuing authority

Leeds City Council

Signed

[Signature]

Name (Please Print)

CARL BICKERTON.

Date

30/01/2010.

**White, Emma**

---

**From:** Bartley, Greg [Greg.Bartley@uk.tesco.com]  
**Sent:** 24 February 2010 19:35  
**To:** Holroyd Vanessa; White Emma  
**Cc:** Askew, Feri; Bartley, Greg  
**Subject:** Tesco Store, Selby Road, Halton, Leeds, Ls15.

Vanessa

Sorry I forgot to include you on the email.

Greg Bartley  
Licensing Manager  
Tesco Stores Ltd

O: 01707 298344  
M: 07841 602827  
F: 01992 649290  
E: [greg.bartley@uk.tesco.com](mailto:greg.bartley@uk.tesco.com)

---

**From:** Bartley, Greg  
**Sent:** 24 February 2010 19:27  
**To:** Sanderson Christopher; victoria.o'brien@leeds.gov.uk  
**Cc:** Askew, Feri; Bartley, Greg  
**Subject:** Tesco Store, Selby Road, Halton, Leeds, Ls15.

Please accept my apologies for the delay in responding to your communication.

To address the concerns raised regarding our Premises Licence application for our proposed store at Selby Road, Halton, Leeds, LS15 9AN we would wish to amend our application to reflect the sale of alcohol between

Monday to Sunday 0700 to 2300.

Kind regards

Greg

Greg Bartley  
Licensing Manager  
Tesco Stores Ltd

O: 01707 298344  
M: 07841 602827  
F: 01992 649290  
E: [greg.bartley@uk.tesco.com](mailto:greg.bartley@uk.tesco.com)

---

**From:** Sanderson Christopher [mailto:Chris.Sanderson@leeds.gov.uk]  
**Sent:** 18 February 2010 11:21  
**To:** Bartley, Greg  
**Subject:** Tesco Store, Selby Road, Halton, Leeds, Ls15.

Mr Bartley,  
As discussed I enclose a copy of our objection to the above licence application.  
I have sent the hard copy in the post for your attention.

White, Emma

From: lynn.dobson@westyorkshire.pnn.police.uk  
 Sent: 05 March 2010 14:25  
 To: White, Emma  
 Cc: Greg.Bartley@uk.tesco.com  
 Subject: Fw: Tesco Express Selby Road, Halton, Leeds, LS15 9AN - Premises Licence Application : NOT PROTECTIVELY MARKED

Emma, failed first time.

Lynn

----- Forwarded by Lynn Dobson/961547/POLICE/WYP on 05/03/2010 14:24 -----

Lynn  
 Dobson/961547/POLICE/  
 WYP

05/03/2010 14:23

"Bartley, Greg"  
 <Greg.Bartley@uk.tesco.com>,  
 Emma.White@leeds.gov.

To

cc

Robert  
 Patterson/717958/BRAD/WYP@WYP  
 Subject  
 Re: Tesco Express Selby Road,  
 Halton, Leeds, LS15 9AN -  
 Premises Licence Application :  
 NOT PROTECTIVELY MARKED  
 (Document link: Lynn Dobson)

Greg,

Further to our telephone conversation today I am happy to accept your proposed conditions below. I don't propose to raise a letter of representation but if you could send an e-mail to Leeds City Council, copying me in, retrospectively offering these conditions for inclusion in the licence then I will accept this as long as Leeds City Council will. If they need a letter from me I will raise one but I think we can sort this out in this manner.

Any problems please let me know.

Emma...as discussed.

Lynn

"Bartley, Greg"  
 <Greg.Bartley@uk.tesco.com>

03/03/2010 08:26

lynn.dobson@westyorkshire.pnn.police.uk  
 <lynn.dobson@westyorkshire.pnn.police.uk>, "Emma.White@leeds.gov.uk"  
 <Emma.White@leeds.gov.uk>

To

cc

"bob.patterson@westyorkshire.pnn.police.uk"  
 <bob.patterson@westyorkshire.pnn.police.uk>

lice.uk>, "Askew, Feri"  
<Feri.Askew@uk.tesco.com>,  
"Bartley, Greg"  
<Greg.Bartley@uk.tesco.com>

Subject  
Tesco Express Selby Road, Halton,  
Leeds, LS15 9AN - Premises Licence  
Application

To address the Police concerns relating to our Premise Licence application for our proposed store at Selby Road, Halton, Leeds, LS15 9AN we would like to offer the following conditions, that are consistent with our operating schedule be added to our licence, if granted.

Operate an effective digital CCTV system to be maintained in accordance with guidelines issued by West Yorkshire Police  
The digital CCTV system will record the images for 31 days  
All staff responsible for the sale of alcohol will undergo relevant and appropriate training with regards to the Challenge 25 proof of age scheme. Training will be recorded and made available for inspection on request by a Responsible Authority  
Sales of alcohol will always be processed through the store's tills which will be programmed so that a prompt will appear reminding the cashier on their responsibilities to ensure they sell alcohol legally and of the company's Challenge 25 scheme. The cashier will have to respond to the till prompt to affirm and continue with any sale of alcohol.

Kind regards

Greg

Greg Bartley  
Licensing Manager  
Tesco Stores Ltd

O: 01707 298344  
M: 07841 602827  
F: 01992 649290  
E: greg.bartley@uk.tesco.com

This is a confidential email. Tesco may monitor and record all emails. The views expressed in this email are those of the sender and not Tesco.

Tesco Stores Limited  
Company Number: 519500  
Registered in England  
Registered Office: Tesco House, Delamare Road, Cheshunt, Hertfordshire EN8 9SL VAT  
Registration Number: GB 220 4302 31

---

LOCAL POLICE UPDATES: Use your postcode to read local news from your Neighbourhood Policing Team, and sign up for free email updates, on  
<http://www.westyorkshire.police.uk/npt>

This email carries a disclaimer, a copy of which may be read at  
<http://www.westyorkshire.police.uk/emailDisclaimer.asp>

**White, Emma**

---

**From:** Bartley, Greg [Greg.Bartley@uk.tesco.com]  
**Sent:** 05 March 2010 14:40  
**To:** White, Emma  
**Cc:** lynn.dobson@westyorkshire.pnn.police.uk  
**Subject:** FW: Tesco Express Selby Road, Halton, Leeds, LS15 9AN - Premises Licence Application

Emma

Do you need anything else from me to accept the below conditions on the licence, if it is granted?

Thanks

Greg

Greg Bartley  
Licensing Manager  
Tesco Stores Ltd

O: 01707 298344  
M: 07841 602827  
F: 01992 649290  
E: [greg.bartley@uk.tesco.com](mailto:greg.bartley@uk.tesco.com)

---

**From:** Bartley, Greg  
**Sent:** 03 March 2010 08:26  
**To:** lynn.dobson@westyorkshire.pnn.police.uk; Emma.White@leeds.gov.uk  
**Cc:** bob.patterson@westyorkshire.pnn.police.uk; Askew, Feri; Bartley, Greg  
**Subject:** Tesco Express Selby Road, Halton, Leeds, LS15 9AN - Premises Licence Application

To address the Police concerns relating to our Premise Licence application for our proposed store at Selby Road, Halton, Leeds, LS15 9AN we would like to offer the following conditions, that are consistent with our operating schedule be added to our licence, if granted.

- Operate an effective digital CCTV system to be maintained in accordance with guidelines issued by West Yorkshire Police
- The digital CCTV system will record the images for 31 days
- All staff responsible for the sale of alcohol will undergo relevant and appropriate training with regards to the Challenge 25 proof of age scheme. Training will be recorded and made available for inspection on request by a Responsible Authority
- Sales of alcohol will always be processed through the store's tills which will be programmed so that a prompt will appear reminding the cashier on their responsibilities to ensure they sell alcohol legally and of the company's Challenge 25 scheme. The cashier will have to respond to the till prompt to affirm and continue with any sale of alcohol.

Kind regards

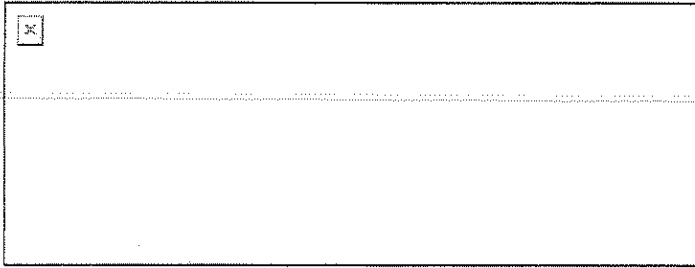
Greg

Greg Bartley  
Licensing Manager  
Tesco Stores Ltd

O: 01707 298344  
M: 07841 602827  
F: 01992 649290  
E: [greg.bartley@uk.tesco.com](mailto:greg.bartley@uk.tesco.com)

05/03/2010

NOT PROTECTIVELY MARKED



**Licensing Department**

Millgarth Police Station  
Millgarth Street  
Leeds  
LS2 7HX

**Leeds District Licensing**

Tel: 0113-2414023

Fax: 0113-2413123

Email: lynn.dobson@westyorkshire.pnn.police.uk



10 February 2010

Mr G Bartley  
Licensing Team  
Tesco Store Limited  
Cirrus Building C  
Shire Park  
Welwyn  
AL7 1ZR

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

Dear Mr Bartley

**RE: TESCO, SELBY ROAD, HALTON, LEEDS LS 15 9AN  
GRANT OF NEW PREMISES LICENCE – LICENSING ACT 2003  
POLICE – LETTER OF REPRESENTATION – QUALIFIED OBJECTION**

Thankyou for your application which is dated 25 January 2010 which was received at Millgarth Police Station on 26 January 2010.

This application is for the grant of a new premises licence for the above named premises. This is a new application and seeks the grant of a premises licence for the following activities:

**Sale of Alcohol**

**Every day 0600hrs x 2300hrs**

We can confirm that we are submitting a formal representation against your application on the grounds of:-

1. prevention of crime & disorder
2. prevention of public nuisance, and
3. protection of children from harm.

However, West Yorkshire Police are also of the opinion that the said objectives could be met should you be prepared to incorporate certain identified measures within your operating schedule as conditions, in **addition** to what you may have offered in your application.

NOT PROTECTIVELY MARKED

## NOT PROTECTIVELY MARKED

Please find enclosed a document which at **Part 1** contains the suggested measures which this authority considers are proportionate and appropriate to the nature of your application.

~~Should you be in agreement with the suggested measures then please signify this by completing and signing **Part 2** of the enclosed form and return the complete document to this office as soon as possible.~~

Upon receipt of your consent at **Part 2**, it will be taken that you signify your wishes for the licensing authority to amend your operating schedule to incorporate the proposed measures as conditions.

Alternatively should you disagree with the proposed measures, then please complete **Part 3** and again return the complete document to this office as soon as possible.

---

### **PART 1 - to be completed by the Responsible Authority:**

**West Yorkshire Police** propose the following control measures / conditions under the Licensing Act 2003 (in addition to those that you may have already offered), for the premises:-

**TESCO,  
SELBY ROAD,  
HALTON,  
LEEDS LS 15 9AN**

Having considered the application under the Licensing Act 2003 for the above premises, West Yorkshire Police considers that the following measures are relevant, proportionate and necessary in order to promote the following licensing objectives:-

- prevention of crime & disorder
- prevention of public nuisance
- protection of children from harm

In considering all applications, the Police do not only take account of crime and disorder at or inside premises but also in the immediate area that the venue is or is to be located. It is the opinion of West Yorkshire Police that the current situation may be adversely affected, unless matters arising from the premises are not addressed.

It is the opinion of West Yorkshire Police, that your application contains insufficient information on how you will achieve the licensing objectives. In particular, we cannot be satisfied at this stage that, if granted the premises would not adversely affect crime and disorder and/or public nuisance in the locality.

Control measures have been offered on part P of the application, but no Leeds City Council Risk Assessment Proforma has been completed and attached to the application. These premises are to be situated in a very busy suburb of Leeds, the area as a whole has suffered problems with crime, ASB and underage sales. Whilst none of the crimes can be directly attributed to these premises, the locality of the premises has also been taken into account for making this representation.

I note also that you offered on Section P, of the application, CCTV, with a retention period of 21 days.

West Yorkshire Police work to a document which is approved by the Home Office and the Association of Chief Police Officers (ACPO). For this purpose and in the absence of a Leeds City Council Risk Assessment form, I have set out a number of conditions for your consideration. Please consider the conditions and their wording for inclusion in the operating schedule of any future licence. A version of

NOT PROTECTIVELY MARKED

## NOT PROTECTIVELY MARKED

these conditions has been discussed and agreed in the past with particular emphasis on the retention period.

### Conditions / Crime Prevention Measures to read:-

A suitable CCTV system will be maintained and be operational on the premises at all times when licensed activities are being carried out

CCTV security footage will be made secure and retained for a minimum period of 31 days time to the satisfaction of WYP.

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.

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

The PLH/DPS will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti social behaviour, admissions refusals and ejections from the premises.

The Incident Report Register will contain consecutively numbered pages, the date time and location of the incident, details of the nature of 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, the police incident and / or crime number, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.

The Incident Report Register will be produced for inspection immediately on the request of an authorised officer

The PLH/DPS staff will ask for proof of age from any person appearing to be under the age of 25 who attempts to purchase alcohol at the premises.

West Yorkshire Police are satisfied that the proposed measures are not adequately dealt with by other legislation.

By signing the declaration enclosed overleaf at **Part 2**, the applicant agrees to incorporate the proposed measures as conditions within the Operating Schedule for the said premises.

Upon the satisfactory completion of the declaration, West Yorkshire Police will provide notice to the Licensing Authority that our representation is withdrawn in accordance with schedule 10(a) of the Licensing Act 2003 (Hearings) Regulations 2005.

*Lynn Dobson  
Leeds District Licensing*

**ENTERTAINMENT LICENSING SECTION  
LEEDS CITY COUNCIL  
CIVIC HALL  
LEEDS  
LS1 1UR**

**WEST YORKSHIRE POLICE  
LEEDS DISTRICT LICENSING DEPT.  
MILLGARTH POLICE STATION  
MILLGARTH STREET  
LEEDS LS2 7HX**

NOT PROTECTIVELY MARKED



**NOT PROTECTIVELY MARKED**

**PART 2 – to be completed by the applicant or applicant's representative:**

Consent for all proposed control measures / conditions under the Licensing Act 2003.

Name & Address of Premises:

**TESCO,  
SELBY ROAD,  
HALTON,  
LEEDS LS 15 9AN**

I / We .....

Confirm that I am / we are the applicant / the applicants' representative (delete as appropriate) for the premises as stated above.

In signing this document-:

- I / we agree with the measures proposed by West Yorkshire Police,
- I / we provide our consent for the Licensing Authority to incorporate the said measures into the operating schedule for the stated premises as conditions, and furthermore,
- I / we confirm the premises will then operate in accordance with those conditions agreed to.

**Signed:**

**Dated:**

**NOT PROTECTIVELY MARKED**

**NOT PROTECTIVELY MARKED**

**PART 3 – to be completed by the applicant or applicant’s representative:**

Proposed control measures / conditions under the Licensing Act 2003

Name & Address of Premises:

**TESCO,  
SELBY ROAD,  
HALTON,  
LEEDS LS 15 9AN**

I / We .....

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

I / We formally advise that we are not prepared to accept the proposed measures as suggested by the West Yorkshire Police.

In this instance we understand that West Yorkshire Police will maintain their representation to my /our application, which will now proceed to a hearing before the Licensing Sub-Committee, at which I / we will be required to attend.

**Signed:**

**Dated:**

**White, Emma**

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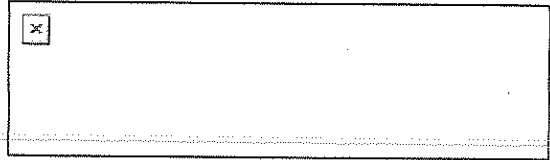
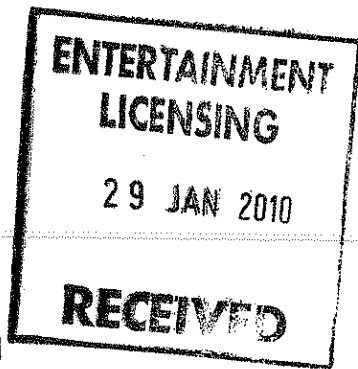
**From:** Holroyd, Vanessa  
**Sent:** 03 March 2010 10:41  
**To:** White, Emma  
**Subject:** Tesco PREM/02837

Emma

I wish to withdraw my objection to the above application as they have changed their opening hours and the selling alcohol to 07:00 hours.

Regards

Vanessa Holroyd  
Senior Environmental Health Officer  
Environmental Protection  
Kent Road  
Pudsey  
LS28 9BN  
Tel: 0113 2146251



Tesco Stores Ltd  
Tesco House  
Delamare Road  
Cheshunt  
Waltham Cross  
Herts  
EN9 9SL

**Environmental Protection Team**  
Leeds City Council  
Kent Road  
Pudsey  
Leeds  
LS28 9BN

Contact: Mrs. Vanessa Holroyd  
Tel: 0113 214 6251  
Fax: 0113 214 6250  
vanessa.holroyd@leeds.gov.uk

Your reference:  
Our reference: PREM/02837  
29 January 2010

Dear Sir/Madam

**Licensing Act 2003**

**Name of Premises: Tesco Stores**

**Address: Tesco Express, 267B Selby Road, Osmondthorpe, Leeds, LS15 7JR**

Thank you for submitting your application for the above premises.

Leeds City Council's health and environmental action service is of the opinion that your application contains insufficient information about how you intend to meet the licensing objective of the prevention of public nuisance.

We therefore confirm that we are submitting a formal representation against your application on the grounds that the objective relating to the prevention of public nuisance will not be met.

However the Leeds City Council's health and environmental action service is of the opinion that the said objective could be met should you be prepared to incorporate certain identified measures within your operating schedule.

Please find enclosed a document which at Part 1 contains the suggested measures which this authority considers are proportionate and appropriate to the nature of your application.

Should you be in agreement with the suggested measures then please signify this by completing and signing Part 2 of the enclosed form and return the complete document to this office as soon as possible. Please contact the above named officer if you require any clarification on any of these measures.



Upon receipt of your consent at Part 2, it will be taken that you signify your wishes for the licensing authority to amend your operating schedule to incorporate the proposed measures.

---

Alternatively, should you disagree with the proposed measures, then please complete Part 3 and return the completed document to this office as soon as possible.

I would also take this opportunity to advise you that if the opening hours as proposed under this application are different to those on the current planning approval, then you should also make an application for variation of hours to the development control section of the development department if you have not already done so. If you operate without planning permission, this may result in a breach of the relevant planning condition. Should you wish to discuss this matter further, development control can be contacted on 0113 222 4409.

Yours faithfully

Mrs. Vanessa Holroyd  
Senior Environmental Health Officer

Encs

## PART 1

### To be completed by the responsible authority

#### Leeds City Council's Health and Environmental Action Service Proposed controlled measures under the Licensing Act 2003

**Name of Premises: Tesco Stores**

**Address: Tesco Express, 267B Selby Road, Osmondthorpe, Leeds, LS15 7JR**

The application site is for a TESCO Express store on the site of a vacant public house. When facing the application site from Selby Road there is a car park to the nearby Matalan retail unit to the rear, with residential housing beyond; some small commercial units and car parking to the right, with a residential care home beyond; commercial units to the left; and shops with a large number of flats above, over the road to the front.

The application stated that the store would be open to sell alcohol from 6am 7days a week. This is highly likely to cause disturbance to nearby residents at 6am.

Having considered the application under the Licensing Act 2003 for the above premises, the Leeds City Council's health and environmental action service considers that the following measures are proportionate and necessary in order to promote the following licensing objective:

- Prevention of public nuisance

1. Hours premises are open to the public including the sale of alcohol 07:00 hours to 23:00 hours.

Signed:

Dated:

**PART 2**

**To be completed by the applicant or applicant's representative**

Consent for proposed controlled measures under the Licensing Act 2003

**Name of Premises: Tesco Stores**

**Address: Tesco Express, 267B Selby Road, Osmondthorpe, Leeds, LS15 7JR**

I/We .....

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

In signing this document I/we agree with the measures proposed by Leeds City Council's health and environmental action service, and we provide our consent for the licensing authority to incorporate the said measures into the operating schedule for the stated premises.

Signed:

Dated:

Please return this document to:

**Environmental Protection Team**  
Leeds City Council  
Kent Road  
Pudsey  
Leeds  
LS28 9BN

### PART 3

**To be completed by the applicant or applicant's representative**

Proposed controlled measures under the Licensing Act 2003

**Name of Premises: Tesco Stores**

**Address: Tesco Express, 267B Selby Road, Osmondthorpe, Leeds, LS15 7JR**

I/We .....

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

I/We formally advise that we are not prepared to accept the proposed measures as suggested by Leeds City Council's health and environmental action service.

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

Signed:

Dated:

Please return this document to:

**Environmental Protection Team**  
Leeds City Council  
Kent Road  
Pudsey  
Leeds  
LS28 9BN



## White, Emma

---

**From:** Sanderson, Christopher  
**Sent:** 02 March 2010 17:04  
**To:** White, Emma  
**Subject:** FW: Tesco Store, Selby Road, Halton, Leeds, Ls15.

Dear Emma,

As the licence application has been varied in line with the hours of opening condition on the planning approval being

Monday to Sunday 0700 to 2300.

This Department withdraws its objection to the licence.

Chris Sanderson  
Principal Compliance Officer  
Compliance Services  
Tel. No. 0113 2478216

---

**From:** Bartley, Greg [mailto:Greg.Bartley@uk.tesco.com]  
**Sent:** 24 February 2010 19:27  
**To:** Sanderson Christopher; O'Brien Victoria  
**Cc:** Askew, Feri; Bartley, Greg  
**Subject:** Tesco Store, Selby Road, Halton, Leeds, Ls15.

Please accept my apologies for the delay in responding to your communication.

To address the concerns raised regarding our Premises Licence application for our proposed store at Selby Road, Halton, Leeds, LS15 9AN we would wish to amend our application to reflect the sale of alcohol between

Monday to Sunday 0700 to 2300.

Kind regards

Greg

Greg Bartley  
Licensing Manager  
Tesco Stores Ltd

O: 01707 298344  
M: 07841 602827  
F: 01992 649290  
E: [greg.bartley@uk.tesco.com](mailto:greg.bartley@uk.tesco.com)

---

**From:** Sanderson Christopher [mailto:Chris.Sanderson@leeds.gov.uk]  
**Sent:** 18 February 2010 11:21  
**To:** Bartley, Greg  
**Subject:** Tesco Store, Selby Road, Halton, Leeds, Ls15.

Mr Bartley,  
As discussed I enclose a copy of our objection to the above licence application.

Tesco Stores  
Licensing Team  
Cirrus Building  
Welwyn  
AL7 4ZR

**Development Department**  
The Leonardo Building  
2 Rossington Street  
LEEDS  
LS2 8HD

Contact: **Chris Sanderson**  
Tel: 0113 2478216  
Fax: 0113 2478230

Your Ref:  
Our Ref: Licence Applications

Date 18<sup>th</sup> February 2010

Dear Mr Bartley,

**Subject: APPLICATION FOR PREMISES LICENCE**

**PART A**

Thank you for submitting your application for licensed activities at:

Name of venue:- Tesco Store

Address:- Selby Road, Halton, Leeds, LS15 9AN.

We write to inform you we shall be objecting to your application and a copy of this letter will be sent to the Licensing Authority.

The premises were granted planning permission for the erection of a single storey retail unit to public house site in August 2009 reference number 08/06949/FU subject to a condition restricting the hours of use of the premises. The proposed hours of use set out in your Premises License application exceed those hours allowed by the planning permission.

The Development Department objects to the granting of a Premises License in the terms as applied for due to noise and disturbance being caused to nearby residential occupiers as a result of the comings and goings of customers and their motor vehicles, from customers congregating on the street in the vicinity of the building and from activities within the building. It is considered that the opening hours applied for at these premises would conflict with the Licensing objective of preventing public nuisance.

The Development Department considers that the extended opening hours proposed are unlikely to be acceptable and that a Premises Licence should not be granted outside the hours specified in the existing planning permission unless and until an express planning permission or a Certificate of Lawful Development is obtained by the operator of the premises to extend those operating hours.



If you are willing to amend your application to the hours as specified in the existing planning permission, details of which are contained in Part B, then we shall withdraw our objection.

**PART B**

Licensing Act 2003 – Application for Premise Licence

On behalf of :  
Tesco Stores Ltd  
For the premises known as and located at :  
Selby Road, Halton, Leeds, LS15 9AN.

I am the applicant / representative authorised by the applicant (delete as appropriate)

In signing this document I request that the Licensing Authority accept this letter signifying my wishes to amend the application to reflect the hours as detailed in the existing planning consent, as follows :

Planning permission has been granted for the erection of a single storey retail unit to public house site (permission ref 08/06949/FU dated 17-08-2009) subject to the following condition:

THE OPENING HOURS OF THE PREMISES SHALL BE RESTRICTED TO 07.00 HOURS TO 23.00 HOURS MONDAY TO SUNDAY.

THE REASON FOR THE CONDITION WAS IN THE INTERESTS OF AMENITY OF NEARBY RESIDENTS.

Signed :  
Dated :

Please return this document to :

Development Department  
The Leonardo Building  
2 Rossington Street  
LEEDS  
LS2 8HD

Yours sincerely

Chris Sanderson  
Principal Compliance Officer

I have sent the hard copy in the post for your attention.  
Chris Sanderson  
Principal Compliance Officer  
Compliance Services  
Tel. No: 0113 2478216

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The information in this email (and any attachment) may be for the intended recipient only. If you know you are not the intended recipient, please do not use or disclose the information in any way and please delete this email (and any attachment) from your system.

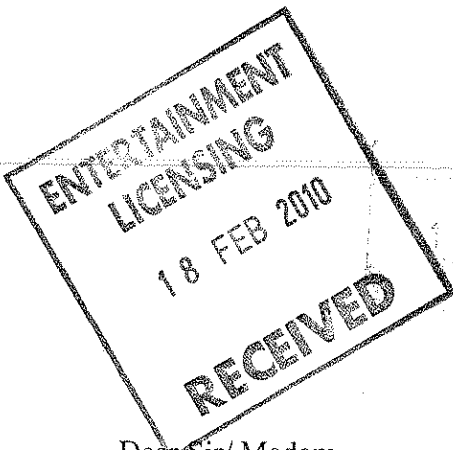
The Council does not accept service of legal documents by e-mail.

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This is a confidential email. Tesco may monitor and record all emails. The views expressed in this email are those of the sender and not Tesco.

Tesco Stores Limited  
Company Number: 519500  
Registered in England  
Registered Office: Tesco House, Delamare Road, Cheshunt, Hertfordshire EN8 9SL  
VAT Registration Number: GB 220 4302 31



Craig Frank, 2837  
14 Hunters Court,  
Hunters  
Halton,  
Leeds.  
LS15 0LB.  
11/02/2010.

Dear Sir/ Madam,

I am writing to register my disagreement with the proposed Alcohol Licence Application for the currently being constructed Tesco store at Selby Road, Halton, LS15 7JR.

As a resident of this address for nearly 4 years I have experienced first hand the anti social behaviour in the area on numerous occasions especially when the Travellers public house was open. Since its closure the amount of late night noise from drunken youths has vastly reduced. However we are still plagued with noise and litter from the nearby Co-op and are continually pestered by youths requesting you purchase alcohol on their behalf.

I have no objection to the licence itself but feel that the times should be adjusted to match those of the Co-op and therefore not bring further problems to the area outside these times. In the least I would suggest that 22.00 hours each evening is a sufficient cut off time therefore not attracting to the area those leaving public houses or those who currently source alcohol elsewhere after 22.00 hours.

I would hope you would take into account that the vast majority of people living in Hunters Court are tenants and as such may not feel this matter impacts on them in the long run as they may be living elsewhere when this takes affect. Therefore I would suggest that the amount of objections to this proposal you actually receive will not truly reflect the number of interested parties who will be adversely affected by this matter in the future.

However as an owner occupier myself I feel I can speak for each of the current and future occupiers of the approximately 24 apartments in close proximity to Tesco that if alcohol were to be allowed to be on sale past 22.00 hours any day of the week then we will be vastly negatively affected by this decision. To refuse alcohol sales beyond 22.00 hours would have absolutely no negative impact on anyone as their needs are already catered for elsewhere in areas that are not as closely populated to the shopping area as Halton is.

I would hope this letter is given proper consideration and that the weight of public concern it carries is evident beyond the fact it only contains one name.  
Please keep me informed.

Yours sincerely,  
Craig Frank.

This page is intentionally left blank



Originator: Emma White

Tel: 0113 247 4095

**Report Of The Assistant Chief Executive (Corporate Governance )**

**Report To The Licensing Sub Committee**

**DATE: Monday 22<sup>nd</sup> March 2010**

**Subject: Application For The Grant Of A Premises Licence For : Halton Moor Sports and Social Club, 75 Cartmell Drive ,Halton, Leeds,LS15 0DE**

**Electoral Wards Affected:**

Temple Newsam

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 grant of a Premises Licence for a premises situated at 75 Cartmell Drive ,Halton, Leeds,LS15 0DE trading as Halton Moor Sports and Social Club.

The premises are currently operating with a club certificate and now intend to operate under a premises licence with the following activities Plays, Indoor Sporting Event, Boxing or Wrestling, Live Music, Recorded Music, Performance Of Dance, Provision Of Facilities for Dancing, Supply Of Alcohol, the hours for these activities are noted in 3.3

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 17 of the Licensing Act 2003 ("the Act") for a Premises Licence in respect of Halton Moor Sports and Social Club 75 Cartmell Drive, Halton, Leeds, LS15 0DE The Licensing Sub-Committee is required to consider this application due to the receipt of representations.

**2.0 History of Premises**

2.1 This is the first application for a Premises Licence for these premises.

2.2 The club currently have the benefit of a Club Premises Certificate which was converted under the Licensing Act 2003 on the 16<sup>th</sup> November 2005

### 3.0 The Application

3.1 The applicant is Halton Moor Sports and Social Club

3.2 The location and the proximity to neighboring premises can be seen on the map provided; Members attention is drawn to **Appendix A**.

3.3 A copy of the application and operating schedule are attached as **Appendix B** to this report. For the assistance of members, the Operating Schedule shows:

#### i) Proposed licensable activities

|   |                                     |
|---|-------------------------------------|
| A | Plays                               |
| C | Indoor Sporting Event               |
| D | Boxing or Wrestling                 |
| E | Live Music                          |
| F | Recorded Music                      |
| G | Performance Of Dance                |
| J | Provision Of Facilities For Dancing |
| M | Supply Of Alcohol                   |

#### ii) Proposed hours of licensable activities

The proposed hours of licensable activities are as follows:

|              |                                     |
|--------------|-------------------------------------|
| A            | Plays                               |
| Everyday     | 10:00 - 19:00                       |
| C            | Indoor Sporting Event               |
| D            | Boxing or Wrestling                 |
| Everyday     | 10:00 - 23:00                       |
| E            | Live Music                          |
| Everyday     | 17:00 - 23:00                       |
| F            | Recorded Music                      |
| Everyday     | 10:00 - 23:00                       |
| G            | Performance Of Dance                |
| J            | Provision Of Facilities For Dancing |
| Everyday     | 09:00 - 19:00                       |
| M            | Supply Of Alcohol                   |
| Monday       | 11:00 - 00:00                       |
| Tue to Thurs | 11:00 - 23:00                       |
| Fri to Sun   | 10:00 - 00:00                       |



iii) **Steps to promote licensing objectives**

The applicant proposes to take specific steps to promote the licensing objectives identified in section "P" of the application form and also the Pro-Forma Risk Assessment; a copy of which is attached as **Appendix C** to this report.

iv) **Proposed times when the premises is open to the public**

The premises propose to open to the public between the following hours:

|               |               |
|---------------|---------------|
| Monday        | 11:00 - 00:00 |
| Tues to Thurs | 11:00 - 23:00 |
| Fri to Sun    | 10:00 - 00:00 |

v) **Proposed Designated Premises Supervisor**

Miss Claire Louise Eaton intends to be the Designated Premises Supervisor.

**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:

- **Representations received from West Yorkshire Police**

No agreements have been reached

Members are invited to consider **Appendix D** of this report.

- **Representations received from Environmental Protection Team**

Following discussions between the applicant and Environmental Protection Team agreements have been reached. The parties believe that the following proposed measures will promote the Licensing objectives.

Members are invited to consider **Appendix E** of this report.

**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 making 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 application as requested.
  - Grant the application whilst imposing additional conditions and/or altering in any way the proposed operating schedule
  - Refuse to specify the said person as the Designated Premises Supervisor.
  - Reject whole or part of the 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.

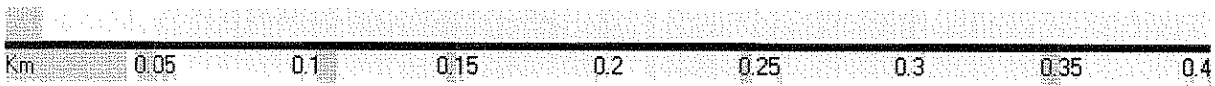
## Background Papers

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



## PREM/02839 Halton Moor Sports & Social Club

75 Cartmell Drive, Halton, Leeds, LS15 0DE



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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© Crown Copyright all rights reserved

|               |               |
|---------------|---------------|
| <b>Date:</b>  | 09 March 2010 |
| <b>Scale:</b> | 1:2500        |

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

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

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure 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.

**I/We** Halton Moor Sports and Social Club

*(Insert name(s) of applicant)*

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

**Part 1 - Premises details**

Postal address of premises or, if none, Ordnance Survey map reference or description

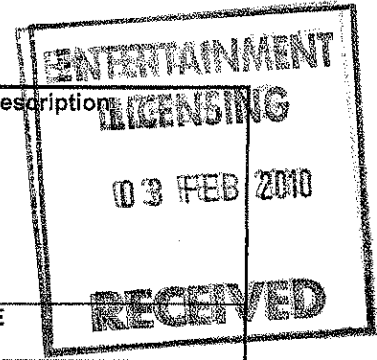
75 Cartmell Drive, Halton, Leeds, West Yorkshire

Post Town

Leeds

Postcode

LS15 0DE



Telephone number at premises (if any)

0113 2649200

Non-domestic rateable value of premises

£874.00 per month

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as

Please tick  Yes

- a) An individual or individuals\*  please complete section (A)
- b) a person other than an individual\*
  - i) as a limited company  please complete section (B)
  - ii) as a partnership  please complete section (B)
  - iii) an unincorporated association or  please complete section (B)
  - iv) other (for example, a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)
- e) the proprietor of an educational establishment  please complete section (B)

f) a health service body  please complete section (B)

g) a person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital  please complete section (B)

h) the chief officer of a police force in England & Wales  please complete section (B)

\*If you are applying as a person described in (a) or (b), please confirm:

• I am carrying on or proposing to carry on a business which involves the premise for licensable activities, or:

• I am making the application pursuant to a

• statutory function or

• a function discharged by virtue of Her Majesty's prerogative

Please tick  Yes

**(A) INDIVIDUAL APPLICANTS (fill in as applicable)**

Mr

Mrs

Miss

Ms

Other title

(Rev, Dr, etc)

Surname:

First Name:

I am 18 years old or over.

Please tick  Yes

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

E-mail address (optional)

**SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)**

Mr  Mrs  Miss  Ms  Other title   
Rev, Dr, etc)

Surname:  First Name:

I am 18 years old or over.

Please tick  Yes

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

E-mail address (optional)

**(B) OTHER APPLICANTS**

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

|   |
|---|
| Name: Halton Moor Sports and Social Club  |
| Address: 75 Cartmell Drive, Halton, Leeds, LS15 0DE   |
| Registered number (where applicable)  |
| Description of applicant (for example partnership, company, unincorporated association etc) |
| Recognised Club   |
| Telephone number (if any) 0113 264 9200   |
| Email address (optional)  |

Part 3 - Operating Schedule

When do you want the premises licence to start?

| Day |   | Month |   | Year |   |   |   |
|-----|---|-------|---|------|---|---|---|
| 0   | 1 | 0     | 2 | 2    | 0 | 1 | 0 |

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

| Day |  | Month |  | Year |  |  |  |
|-----|--|-------|--|------|--|--|--|
|     |  |       |  |      |  |  |  |

If more than 5000 people are expected to attend the premises at any one time, please state the number expected to attend.

|     |
|-----|
| N/A |
|-----|

Please give a general description of the premises (please read guidance note 1)

HALTON MOOR SPORTS & SOCIAL CLUB is a recognised club selling alcohol to members & providing additional facilities as per the content of this application

What licensable activities do you intend to carry on from the premises?  
 (Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the  
 Licensing Act 2003)

Provision of regulated entertainment:

- |  | Please tick <sup>v</sup> Yes        |
|--|-------------------------------------|
| a) plays (if ticking yes, fill in box A)   | <input checked="" type="checkbox"/> |
| b) films (if ticking yes, fill in box B)   | <input type="checkbox"/>            |
| c) indoor sporting events (if ticking yes, fill in box C)  | <input checked="" type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)   | <input checked="" type="checkbox"/> |
| e) live music (if ticking yes, fill in box E)  | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)  | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G)   | <input checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g)<br>(if ticking yes, fill in box H) | <input type="checkbox"/>            |

Provision of entertainment facilities for:

- |   |                                     |
|---|-------------------------------------|
| i) making music (if ticking yes, fill in box I)   | <input type="checkbox"/>            |
| j) dancing (if ticking yes, fill in box J)  | <input checked="" type="checkbox"/> |
| k) entertainment of a similar description to that falling within (I) or (j)(if ticking yes, fill in<br>box K) | <input type="checkbox"/>            |

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

M) Supply of alcohol (if ticking yes, fill in box M)

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



**A**

| <b>Plays</b><br>Standard days and timings<br>(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 checked="" type="checkbox"/>   |
|--|-------|--------|---|---|---|
| Day  | Start | Finish |   | Outdoors  | <input type="checkbox"/>  |
| Mon  | 10.00 | 19.00  | <b>Please give further details here</b> (please read guidance note 3)<br><br>Supervised children's plays and performances | Both  | <input type="checkbox"/>  |
| Tue  | 10.00 | 19.00  |   |   |   |
| Wed  | 10.00 | 19.00  |   | <b>State any seasonal variations for performing plays</b> (please read guidance note 4) |   |
| Thurs  | 10.00 | 19.00  |   |   |   |
| Fri  | 10.00 | 19.00  |   |   | <b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 5).<br><br>None |
| Sat  | 10.00 | 19.00  |   |   |   |
| Sun  | 10.00 | 19.00  |   |   |   |

**B**

| <b>Films</b><br>Standard days and timings<br>(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  |       |        | <b>Please give further details here</b> (please read guidance note 3)  | Both   | <input type="checkbox"/> |
| Tue  |       |        |  |  |                          |
| Wed  |       |        | <b>State any seasonal variations for the exhibition of films</b> please read guidance note 4)                        |  |                          |
| Thurs  |       |        |  |  |                          |
| Fri  |       |        |  | <b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 5). |                          |
| Sat  |       |        |  |  |                          |
| Sun  |       |        |  |  |                          |

C

| Indoor sporting events<br>Standard days and timings<br>(please read guidance note 6) |       |        | Please give further details here (please read guidance note 3)   |
|--|-------|--------|--|
| Day  | Start | Finish |  |
| Mon  | 10.00 | 23.00  | Darts and Boxing shows   |
|  |       |        |  |
| Tue  | 10.00 | 23.00  | State any seasonal variations for indoor sporting events (please read guidance note 4)   |
|  |       |        |  |
| Wed  | 10.00 | 23.00  | None   |
|  |       |        |  |
| Thurs  | 10.00 | 23.00  | Non standard timings. Where you intend to use the premises indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5). |
|  |       |        |  |
| Fri  | 10.00 | 23.00  | No   |
|  |       |        |  |
| Sat  | 10.00 | 23.00  |  |
|  |       |        |  |
| Sun  | 10.00 | 23.00  |  |
|  |       |        |  |

D

| Boxing or wrestling entertainment<br>Standard days and timings<br>(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 checked="" type="checkbox"/> |
|---|-------|--------|---|-------------------------------------|-------------------------------------|
| Day   | Start | Finish |   | Outdoors                            | <input type="checkbox"/>            |
| Mon   | 10.00 | 23.00  | Please give further details here (please read guidance note 3)  | Both                                | <input type="checkbox"/>            |
|   |       |        |   | Teaching, training and boxing shows |                                     |
| Tue   | 10.00 | 23.00  |   |                                     |                                     |
|   |       |        |   |                                     |                                     |
| Wed   | 10.00 | 23.00  | State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)   |                                     |                                     |
|   |       |        |   |                                     |                                     |
| Thurs   | 10.00 | 23.00  | No  |                                     |                                     |
|   |       |        |   |                                     |                                     |
| Fri   | 10.00 | 23.00  | Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5). |                                     |                                     |
|   |       |        |   |                                     |                                     |
| Sat   | 10.00 | 23.00  | No  |                                     |                                     |
|   |       |        |   |                                     |                                     |
| Sun   | 10.00 | 23.00  |   |                                     |                                     |
|   |       |        |   |                                     |                                     |

**E**

|   |       |        |  |   |  |
|---|-------|--------|--|---|--|
| <b>Live Music</b><br>Standard days and timings<br>(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"/> |  |
|   |       |        |  | Outdoors <input type="checkbox"/>           |  |
|   |       |        |  | Both <input type="checkbox"/>               |  |
| Day   | Start | Finish | <u>Please give further details here</u> (please read guidance note 3)<br>Live Bands. Proposed 1 performance per month      |   |  |
| Mon   | 17.00 | 23.00  |  |   |  |
| Tue   | 17.00 | 23.00  |  |   |  |
| Wed   | 17.00 | 23.00  |  |   | <u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)<br>None   |
| Thurs   | 17.00 | 23.00  |  |   |  |
| Fri   | 17.00 | 23.00  |  |   | <u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 5).<br>None |
| Sat   | 17.00 | 23.00  |  |   |  |
| Sun   | 17.00 | 23.00  |  |   |  |

**F**

|   |       |        |  |   |  |
|---|-------|--------|--|---|--|
| <b>Recorded music</b><br>Standard days and timings<br>(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"/> |  |
|   |       |        |  | Outdoors <input type="checkbox"/>           |  |
|   |       |        |  | Both <input type="checkbox"/>               |  |
| Day   | Start | Finish | <u>Please give further details here</u> (please read guidance note 3)<br>Jukebox etc                                       |   |  |
| Mon   | 10.00 | 23.00  |  |   |  |
| Tue   | 10.00 | 23.00  |  |   |  |
| Wed   | 10.00 | 23.00  |  |   | <u>State any seasonal variations for playing recorded music</u> (please read guidance note 4)<br>None  |
| Thurs   | 10.00 | 23.00  |  |   |  |
| Fri   | 10.00 | 23.00  |  |   | <u>Non standard timings. Where you intend 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</u> (please read guidance note 5).<br>None |
| Sat   | 10.00 | 23.00  |  |   |  |
| Sun   | 10.00 | 23.00  |  |   |  |

**G**

| Performance of dance<br>Standard days and timings<br>(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 checked="" type="checkbox"/> |
|--|-------|--------|---|--|-------------------------------------|
| Day  | Start | Finish |   | Outdoors   | <input type="checkbox"/>            |
| Mon  | 9.00  | 19.00  | Please give further details here (please read guidance note 3)<br><br>Childrens dance schemes                         | Both   | <input type="checkbox"/>            |
| Tue  | 9.00  | 19.00  |   |  |                                     |
| Wed  | 9.00  | 19.00  |   | State any seasonal variations for the performance of dance (please read guidance note 4)<br><br>None   |                                     |
| Thurs  | 9.00  | 19.00  |   |  |                                     |
| Fri  | 9.00  | 19.00  |   | Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 5).<br><br>No |                                     |
| Sat  | 9.00  | 19.00  |   |  |                                     |
| Sun  | 9.00  | 19.00  |   |  |                                     |

**H**

| Anything of a similar description to that falling within (e), (f) or (g)<br>Standard days and timings<br>(please read guidance note 6) |       |        | Please give a description of the type of entertainment you will be providing  |  |                          |
|--|-------|--------|---|--|--------------------------|
| Day  | Start | Finish | Will this entertainment take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).   | Indoors  | <input type="checkbox"/> |
| Mon  |       |        |   | Please give further details here (please read guidance note 3) | Outdoors                 |
| Tue  |       |        | Both  |  | <input type="checkbox"/> |
| Wed  |       |        | State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)   |  |                          |
| Thurs  |       |        |   |  |                          |
| Fri  |       |        | Non standard timings. Where you intend 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 (please read guidance note 5). |  |                          |
| Sat  |       |        |   |  |                          |
| Sun  |       |        |   |  |                          |

I

| Provision of facilities for making music                |       |        | Please give a description of the facilities for making music you 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   |       |        |   |                                  |
|   |       |        |   | Both <input type="checkbox"/>    |
| Tue   |       |        | <b>Please give further details here</b> (please read guidance note 3)   |                                  |
| Wed   |       |        |   |                                  |
| Thurs   |       |        | <b>State any seasonal variations for the provision of facilities for making music</b> (please read guidance note 4)   |                                  |
| Fri   |       |        |   |                                  |
| Sat   |       |        | <b>Non standard timings. Where you intend 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</b> (please read guidance note 5). |                                  |
| Sun   |       |        |   |                                  |

J

| Provision of facilities for dancing                     |       |        | Will the facilities for dancing be indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).  |  | Indoors <input checked="" type="checkbox"/> |
|---|-------|--------|--|--|---|
| Standard days and timings (please read guidance note 6) |       |        |  |  | Outdoors <input type="checkbox"/>           |
| Day   | Start | Finish | Please give a description of the facilities for dancing you will be providing  |  |   |
| Mon   | 9.00  | 19.00  | Dance lessons to children and adults   |  |   |
|   |       |        | <b>Please give further details here</b> (please read guidance note 3)  |  |   |
| Tue   | 9.00  | 19.00  |  |  |   |
| Wed   | 9.00  | 19.00  | <b>State any seasonal variations for providing dancing facilities</b> (please read guidance note 4)  |  |   |
| Thurs   | 9.00  | 19.00  |  |  |   |
| Fri   | 9.00  | 19.00  | <b>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list</b> (please read guidance note 5). |  |   |
| Sat   | 9.00  | 19.00  |  |  |   |
| Sun   | 9.00  | 19.00  |  |  |   |

**K**

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

**L**

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

M

|  |       |        |  |   |
|--|-------|--------|--|---|
| <b>Supply of alcohol</b><br>Standard days and timings<br>(please read guidance note 6) |       |        | Will the supply of alcohol be for consumption<br>(Please tick <input checked="" type="checkbox"/> )<br>Please read guidance note 7).   | On the premises <input checked="" type="checkbox"/> |
|  |       |        |  | Off the premises <input type="checkbox"/>           |
| Day  | Start | Finish | Both <input type="checkbox"/>  |   |
| Mon  | 11.00 | 24.00  | <u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4)<br><br>None<br><br><u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 5). |   |
| Tue  | 11.00 | 23.00  |  |   |
| Wed  | 11.00 | 23.00  |  |   |
| Thurs  | 11.00 | 23.00  |  |   |
| Fri  | 10.00 | 24.00  |  |   |
| Sat  | 10.00 | 24.00  |  |   |
| Sun  | 10.00 | 24.00  |  |   |

|  |  |
|--|--|
| <b>State the name and details of the individual whom you wish to specify on the licence as premises supervisor</b> |  |
| Name   | Miss Claire Louise Eaton                   |
| Address  | 19 Victoria Avenue, Leeds, West Yorkshire, |
| Postcode   | LS9 9DL                                    |
| Personal Licensing Number (if known)   | Pending as discussed with Emma White       |
| Issue Licensing Authority (if known)   | Leeds City Council                         |

N

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

None

O

| Hours premises are open to the public<br>Standard days and timings<br>(please read guidance note 6) |       |        | State any seasonal variations (please read guidance note 4)   |
|---|-------|--------|---|
| Day   | Start | Finish |   |
| Mon   | 11.00 | 24.00  | <b>Non standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list (please read guidance note 5).</b> |
|   |       |        |   |
| Tue   | 11.00 | 23.00  |   |
|   |       |        |   |
| Wed   | 11.00 | 23.00  |   |
|   |       |        |   |
| Thurs   | 11.00 | 23.00  |   |
|   |       |        |   |
| Fri   | 10.00 | 24.00  |   |
|   |       |        |   |
| Sat   | 10.00 | 24.00  |   |
|   |       |        |   |
| Sun   | 10.00 | 24.00  |   |
|   |       |        |   |



**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)

There will be proper supervision of the Premises at all times. Full training will be given to all staff as to their duties under the Licensing Act and in respect of the four objectives. See Pro Forma Risk Assessment

b) The prevention of crime & disorder

The Premises will be fully staffed at all times, the staff having supervised training in their duty to prevent crime and disorder and how to go about it. There will be CCTV coverage. See Pro Forma Risk Assessment

c) Public safety

The Premises will be properly supervised and the staff trained in this respect. Fire doors will be properly marked. See Pro Forma Risk Assessment.

d) The prevention of public nuisance

The Premises will be fully supervised and the staff trained in their duties with any proposed recommendations from outside agencies i.e. West Yorkshire Police etc. Please see Pro Forma Risk Assessment.

e) The protection of children from harm

The staff will be fully supervised and trained in their duties. No minors will be served with alcohol. See Pro Forma Risk Assessment.

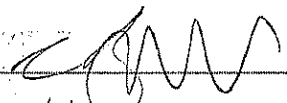
Please tick ✓ Yes

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

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 4--Signatures** (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent. (see guidance note 11). If signing on behalf of the applicant, please state in what capacity.

Signature:  \_\_\_\_\_  
Date: 29/1/2010 \_\_\_\_\_  
Capacity: \_\_\_\_\_  
Richardson & Solicitors  
2nd Floor  
Phoenix House  
3 South Parad  
Leeds  
LS1 5QY

For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent (please read guidance note 12) If signing on behalf of the applicant, please state in what capacity.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Capacity: \_\_\_\_\_

|   |          |
|---|----------|
| Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13) |          |
| Post Town   | Postcode |
| Telephone number (if any)   |          |
| E-mail address (optional)   |          |



## Notes for Guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or un-amplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day i.e. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. A applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.



## Licensing Act 2003

### Proforma Risk Assessment V4

Please complete the details below:

|                   |  |
|-------------------|--|
| Applicant name:   | Halton Moor Sports and Social Club               |
| Business name:    |  |
| Business address: | 75 Cartmell Drive, Halton, Leeds, West Yorkshire |
|                   | Postcode:LS15 0DE                                |

#### 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 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 and appendix 1 of our Licensing Policy. 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 14 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 licence.

## Crime and Disorder

### CCTV

|   |  |
|---|--|
| Does 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 type="checkbox"/> N/A <input checked="" type="checkbox"/> |
| (NB unless WYP have agreed CCTV is not required, a representation is likely)    |  |

| Suggested condition  | Code   | ✓   |
|--|--------|-----|
| A suitable CCTV system will be maintained and be operational on the premises at all times when licensed activities are being carried out   | 4PF001 | ✓   |
| 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. | 4PF002 | N/A |
| Changes to the siting and standard of CCTV systems may only be made with the written consent of West Yorkshire Police                      | 4PF003 | ✓   |
| CCTV security footage will be made secure and retained for a minimum period of 31 days time to the satisfaction of WYP.                    | 4PF004 | ✓   |

### Designated Premises Supervisor (DPS)

|  |  |
|--|--|
| Will the DPS generally be on site?   | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |
| Is the DPS contactable in emergency?   | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |
| 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"/> |
| Is the Supervisor's Register bound with consecutively numbered pages?  | YES <input type="checkbox"/> NO <input type="checkbox"/>   |

| Suggested condition   | Code   | ✓ |
|---|--------|---|
| A Supervisor's 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.  | 4PF005 | ✓ |
| 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. | 4PF006 | ✓ |

## Door Supervisors and Other Security Staff

|  |  |
|--|--|
| Do you use registered door supervisors or security staff?  | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/> |
| Are they Security Industry Authority (SIA) registered?   | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>            |
| Do you specify a minimum number of door supervisors?   | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>            |
| If YES, state the number of staff _____  |  |
| Days (and times) employed _____  |  |
| Has this been agreed with WYP?   | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>            |
| Do you have a policy with the door supervisor or security company which covers:                        |  |
| • Vetting customers entering the premises?   | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>            |
| • Is there a prominently displayed written search policy on the premises?                              | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>            |
| • Controlling customers entering, within or leaving the premises?                                      | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>            |
| • Safeguarding the public within and immediately outside the premises?                                 | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>            |
| • Notifying WYP at the earliest opportunity of any problems or incidents?                              | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>            |
| • Exclusion of persons who have had too much to drink or appear inclined to disorder?                  | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>            |
| Do you have a Daily Record Register within which door supervisors/security staff sign on and off duty? | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>            |
| Is the Daily Record Register bound with consecutively numbered pages?                                  | YES <input type="checkbox"/> NO <input type="checkbox"/>   |
| Can you identify who was on duty at any particular time?   | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>            |
| Do you have an Incident Report Register?   | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>            |
| Is the Incident Report Register bound with consecutively numbered pages?                               | YES <input type="checkbox"/> NO <input type="checkbox"/>   |

| Suggested condition  | Code   | ✓ |
|--|--------|---|
| The minimum number of door supervisors for the premises is _____<br>Please specify days and hours door supervisors operate on the premises.  | 4PF007 |   |
| The Premises Licence Holder (PLH)/Designated Premises Supervisor (DPS) will ensure that a 'Daily Record Register' is maintained on the premises by the door staff.   | 4PF008 |   |
| The Daily Record Register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty and finished duty (verified by the individual's signature). | 4PF009 |   |
| The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry.  | 4PF010 |   |

|   |        |   |
|---|--------|---|
| Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.   | 4PF011 |   |
| The PLH/DPS will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti social behaviour, admissions refusals and ejections from the premises.  | 4PF012 | ✓ |
| 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, the police incident and / or crime number, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident. | 4PF013 | ✓ |
| The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.   | 4PF014 | ✓ |

### Drugs and Offensive Weapons

Do you have a policy and procedure to prevent use of illegal drugs or weapons (e.g. a search policy)? YES  NO  N/A

Has this been agreed with WYP? YES  NO  N/A

Does the policy include:

- recording any search YES  NO  N/A
- seizing drugs/weapons found YES  NO  N/A
- a purpose made secure receptacle for items seized YES  NO  N/A
- Informing the police of any search and seizure YES  NO  N/A
- prominently display notices to inform customers of the policy YES  NO  N/A

| Suggested condition  | Code   | ✓ |
|--|--------|---|
| A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.  | 4PF015 |   |
| The PLH/DPS will inform West Yorkshire Police as soon as practicably of any search resulting in a seizure of drugs or offensive weapons.   | 4PF016 | ✓ |
| A suitable purpose-made 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 or British Transport Police. | 4PF017 |   |



|  |        |   |
|--|--------|---|
| Notices will be prominently displayed at the entrances of the premises which state:  | 4PF018 |   |
| <ul style="list-style-type: none"> <li>a search will be conducted as a condition of entry to premises;</li> <li>Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register.</li> <li>Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; or appears to be under the influence of drugs.</li> <li>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</li> </ul> |        | <input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/> |

### Communication

|   |  |
|---|--|
| Do you subscribe to Nite Net or a similar form of communication (radio/text/pager system) | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/> |
| Has this been agreed with WYP?  | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/> |

| Suggested condition   | Code   | ✓ |
|---|--------|---|
| There will be a communication link to the WYP* and or* other relevant venues in the locality by means of (specify method)<br>* delete as appropriate  | 4PF019 |   |
| Such communication link will be kept in working order at all times when licensable activities are taking place  | 4PF020 |   |
| 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. | 4PF021 |   |
| Any police instructions or directions given via the link will be complied with whenever given.  | 4PF022 |   |
| All incidents of crime or disorder will be reported via the link to an agreed police contact point.   | 4PF023 |   |

### Responsible Sale of Alcohol

|   |  |
|---|--|
| <b>Proof of Age</b>   |  |
| Have you adopted a proof of Age Scheme?   | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |
| Have all staff been instructed of the steps required to prevent under age sales of alcohol?   | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |
| <b>Glass and Bottles</b>  |  |
| Do you have a policy for the frequent collection of glasses and bottles?  | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/> |
| Do you take steps to prevent glasses/bottles being removed from the premises, e.g. instruction to door/bar staff, display of notices? | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |
| Do you use plastic or toughened polycarbonate (or similar) drinking glasses/bottles when necessary?                                   | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> |

**Alcohol Designated Public Places Orders**

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

YES  NO  N/A

| Suggested condition  | Code   | ✓ |
|--|--------|---|
| The PLH/DPS staff will ask for proof of age from any person appearing to be under the age of 21/25 who attempts to purchase alcohol at the premises.<br>Or   | 4PF024 | ✓ |
| The PLH/DPS staff will ask for acceptable evidence (as agreed by WYP / WYTSS) from any person appearing to be under the age of 21/25 who attempts to purchase alcohol at the premises.   | 4PF025 | ✓ |
| <u>Glass and Bottles</u><br>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. | 4PF026 | ✓ |
| The PLH/DPS will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.  | 4PF027 | ✓ |
| Plastic or toughened polycarbonate (or similar) glasses/bottles will be used in all outdoor areas.   | 4PF028 | ✓ |
| Plastic or toughened polycarbonate (or similar) glasses/bottles will be used when requested by West Yorkshire Police / British Transport Police (e.g. football match days)   | 4PF029 | ✓ |
| <u>Alcohol Designated Public Places Orders</u><br>Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be prominently displayed at the exits to the premises.   | 4PF030 | ✓ |

**Responsible Sale of Alcohol**

Membership of a Recognised Body YES  NO  N/A   
 Do you belong to a Licensees Association/Body  
 If YES, please state which body: \_\_\_\_\_ YES  NO  N/A

Exclusion from Premises YES  NO  N/A   
 Do you operate a system of excluding customers who are known to cause problems?  
 If YES: YES  NO  N/A   
 • Is this your own system or  
 • a system run by a local licensees body

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

If YES:

- Was this agreed with WYP (and BTP Where applicable)? YES  NO  N/A
- Are all bar and door staff trained on the policy? YES  NO  N/A

| Suggested condition  | Code   | ✓ |
|--|--------|---|
| The PLH/DPS will belong to a recognised trade body or Pub Watch Scheme where one exists, whose aims include the promotion of the licensing objectives  | 4PF031 | ✓ |
| The PLH/DPS 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 PLH/DPS will ensure that staff receive training on the policy. | 4PF032 |   |

### Entertainment of an Adult Nature e.g. Strip Tease Dancing or Nude Dancing

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  NO  N/A

| Suggested condition  | Code   | ✓ |
|--|--------|---|
| Each area shall be supervised and shall display signs advising clients of the rules and conditions of licence regarding improper performances.   | 4PF033 |   |
| Performers shall be aged not less than 18 years.   | 4PF034 |   |
| Nothing shall be done, recited, sung, exhibited, or performed which is likely to cause a breach of the peace.  | 4PF035 |   |
| 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.  | 4PF036 |   |
| 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: 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. | 4PF037 |   |
| No performance shall include any sex act with any other performers, persons in the audience or with the use of any objects.  | 4PF038 |   |
| A price list must be displayed in a prominent position on the premises giving the price and time allowed for the dance routine.  | 4PF039 |   |
| Performers/dancers not performing must not be present in the licensed area in a state of nudity.   | 4PF040 |   |

|   |        |  |
|---|--------|--|
| CCTV to be installed and maintained in the premises to the satisfaction of the West Yorkshire Police.   | 4PF041 |  |
| The recordings will be produced to a police constable or authorised officer of the Council, on request, and must be retained for a minimum of 31 days.  | 4PF042 |  |
| Booths, private rooms and areas must be visible to supervision and must not have closing doors or curtains that prevent the performance being observed. | 4PF043 |  |

## Public Safety

### Management Arrangements

| Management Arrangements to be removed                                  |   |   |
|--|---|---|
| Do you have procedures for the following?                              |   |   |
| • Accident/incident reporting  | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> N/A <input type="checkbox"/>            |
| • Routine maintenance  | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> N/A <input type="checkbox"/>            |
| • Daily inspection of public areas                                     | YES <input type="checkbox"/>            | NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/> |
| • Recording relevant tests / inspections                               | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> N/A <input type="checkbox"/>            |
| • Collecting glasses/bottles with particular emphasis on balcony areas | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> N/A <input type="checkbox"/>            |

| Suggested condition   | Code   | ✓ |
|---|--------|---|
| 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.   | 4PF044 | ✓ |
| 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.   | 4PF045 | ✓ |
| During opening hours the cellar door must be kept locked or adequately supervised to prevent unauthorised access by the public.   | 4PF046 | ✓ |
| A suitably trained and competent person must ensure regular safety checks of the premises including decorative and functional fixtures, floor surfaces and equipment (including electrical appliances) to which the public may come into contact are undertaken. Records of these safety checks must be kept and made available for inspection by an authorised officer.  | 4PF047 | ✓ |
| Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.   | 4PF048 | ✓ |
| Electrical installations will be inspected on a periodic basis (at least every 3 years or at a frequency specified in writing) by a suitably qualified and competent person. Inspection records/certificates will be kept and made available at the request of an authorised officer. If used, any temporary electrical wiring and distributions will also be inspected. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.                  | 4PF049 | ✓ |
| One of the following protective measures shall be used for all socket-outlets which may be used for the connection for lighting, video or sound amplification equipment and display models:<br><br>a) Each socket-outlet circuit shall be protected by a residual current device having a rated residual operating current not exceeding 30mA, or<br>b) Each individual socket-outlet shall be protected by an integral residual current device having a rated residual operating current not exceeding 30mA. | 4PF050 |   |

|   |  |   |
|---|--|---|
| The current operation of all residual current devices shall be checked regularly by pressing the test button. If the device does not switch off the supply, an electrical contractor should be consulted. At the same time action should be taken to prohibit the use of socket outlets associated with a faulty residual current device. |  | ✓ |
|---|--|---|

### General Housekeeping

|   |   |  |                              |
|---|---|--|------------------------------|
| Do you have written procedures for the inspection of: |   |  |                              |
| • Furnishings and fabrics                             | YES <input type="checkbox"/>            | NO <input checked="" type="checkbox"/> | N/A <input type="checkbox"/> |
| • Suspended decorations/lights/amplification systems  | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            | N/A <input type="checkbox"/> |
| • Guarding to stairs/balconies/landings/ramps         | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            | N/A <input type="checkbox"/> |
| • Condition of floor surfaces                         | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            | N/A <input type="checkbox"/> |
| • Provision of safety glazing                         | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            | N/A <input type="checkbox"/> |
| • Guardings to fires or open flames                   | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            | N/A <input type="checkbox"/> |

| Suggested condition  | 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. | 4PF051 | ✓ |
| 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.  | 4PF052 | ✓ |
| A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.   | 4PF053 | ✓ |

### Refreshments

|   |                              |  |                              |
|---|------------------------------|--|------------------------------|
| Do you prepare hot food/drinks in proximity to the public?  | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> | N/A <input type="checkbox"/> |
| If YES:<br>Has the risk of scalding or burns been assessed? | YES <input type="checkbox"/> | NO <input type="checkbox"/>            | N/A <input type="checkbox"/> |

| Suggested condition  | Code   | ✓ |
|--|--------|---|
| Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scald or burns. | 4PF054 |   |

## 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>2</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 type="checkbox"/> |

| Suggested condition   | Code   | ✓ |
|---|--------|---|
| A suitably trained First Aider or appointed person will be provided at all times when the premises are open.  | 4PF055 | ✓ |
| An appropriately qualified medical practitioner will be present throughout any sporting entertainment.  | 4PF056 | ✓ |
| 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.  | 4PF057 |   |
| Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.  | 4PF058 | ✓ |
| A 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. | 4PF059 | ✓ |

## 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 give details:   |  |

| Suggested condition  | 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. | 4PF060 |   |
| 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.                       | 4PF061 |   |

# Public Nuisance

## Noise and Vibration

**Noise and vibration**

Identify the potential sources of noise and vibration which apply to your premises:

- Amplified music
- Unamplified music
- Singing and speech
- Waste disposal, including bottle bins
- Plant and machinery, including extraction systems
- Food preparation
- Cleaning

Identify where sources of noise may occur outside your premises:

- Beer garden
- Play area
- Car park
- Temporary structure
- Plant and equipment

Identify which measures are in place/proposed:

- Soundproofing
- Air conditioning to allow windows to be kept closed
- Sound limiters
- Use of lobby doors
- Cooling down period with reduced music volume
- Fixed and appropriate times for collection of waste
- Restricted use of outdoor areas
- No external loud speakers

Are the premises located near noise sensitive properties, e.g. residential areas, residential homes, hospitals? YES  NO  N/A

Applicants should refer to the Clean Neighbourhoods and Environment Act 2005 which has amended the Noise Act 1996 to introduce "night noise offences" for licensed premises in completing this section.

| Suggested condition  | Code   | ✓ |
|--|--------|---|
| Licensable activities shall be conducted and the facilities for licensed activities shall be designed and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties | 4PF062 |   |
| Noise from a licensable activity at the premises shall be inaudible at the nearest noise sensitive premises after 23.00 hours and at all times if entertainment takes place on more than 30 occasions per year   | 4PF063 | ✓ |
| There shall be no external loudspeakers  | 4PF064 | ✓ |
| Bottles will not be placed in any external receptacle after 23.00 hours to   | 4PF065 | ✓ |



|   |        |   |
|---|--------|---|
| minimise noise disturbance to neighbouring properties   |        | ✓ |
| Noise from plant or machinery shall be inaudible at the nearest noise sensitive premises during the operation of the plant or machinery. Plant and machinery shall be regularly serviced and maintained to meet this level.   | 4PF066 | ✓ |
| The PLH/DPS will ensure patrons use beer gardens, external areas and play areas in a manner which does not cause disturbance to nearby residents and business in the vicinity. Patrons will not use such areas after <del>21:00/22:00/23:00</del> *<br>*Please delete as appropriate. | 4PF067 | ✓ |
| The activities of persons using the external areas shall be monitored after 23:00hrs and they shall be reminded to have regard to the needs of local residents and to refrain from shouting and anti social behaviour etc when necessary,   | 4PF068 | ✓ |
| The PLH/DPS will adopt a "cooling down" period where music volume is reduced towards the closing time of the premises.  | 4PF069 | ✓ |

### Litter

Does the premises sell takeaway food, drinks or other produce/packaging which may generate litter/waste? YES  NO  N/A

If YES, please identify the steps taken to prevent nuisance caused by litter:

- Provision of litter bins
- Display of notices to customers
- Warnings/advice on packaging
- Instructions to staff to periodically clear litter from the street around the premises
- Other (please specify)

| Suggested condition  | Code   | ✓ |
|--|--------|---|
| The PLH/DPS shall ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter | 4PF070 |   |

### 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?

| Suggested condition  | Code   | ✓ |
|--|--------|---|
| Clear and legible notices will be displayed at exits, car parks and other circulatory areas requesting patrons to leave the premises quietly having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti-social behaviour. | 4PF071 | ✓ |
| SIA Registered door staff will be employed and used where queues are likely to form to manage the queues and ensure:<br>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.  | 4PF072 |   |
| 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.   | 4PF073 | ✓ |
| A facility will be provided for customers to order Hackney taxis/private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent position on the premises.   | 4PF074 | ✓ |

## Protection of Children from Harm

### Entertainment of an Adult Nature

Do you provide entertainment of a sexual or adult nature (including strong or offensive language)? YES  NO  N/A

If so, do you only provide the adult entertainment at certain times/days of the week? YES  NO  N/A

Is your premises located near to premises which are children orientated? YES  NO  N/A

| Suggested condition   | Code   | ✓ |
|---|--------|---|
| 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.  | 4PF075 |   |
| The PLH/DPS will provide clear signage that entertainment of an adult nature is occurring which is not suitable for under 18s.  | 4PF076 |   |
| 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)  | 4PF077 |   |
| The PLH/DPS will not display outside the premises photographs or other images which indicate and suggest that striptease or similar entertainment takes place on the premises.  | 4PF078 |   |
| Any person on the premises who can be observed from outside the premises will be properly and decently dressed.   | 4PF079 |   |
| 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 protecting children from moral, emotional, psychological and physical harm. | 4PF080 |   |

### Under Age Sales of Alcohol

Do the premises sell or supply alcohol? YES  NO  N/A

| Suggested condition                                | Code   | ✓ |
|--|--------|---|
| People under 18 years of age will not be admitted. | 4PF081 |   |

### Gambling

Is there a strong element of gambling on the premises? YES  NO  N/A

| Suggested condition   | Code   | ✓ |
|---|--------|---|
| People under 18 (including staff) will not be admitted to the premises at any time when gambling is taking place. | 4PF082 |   |

|  |        |  |
|--|--------|--|
| or   |        |  |
| There will be sufficient physical screening of the relevant entertainment from view of those under 18 years. | 4PF083 |  |

### Performers Under 18

Do entertainment performances include performances by children and young persons under 18 years of age? YES  NO  N/A

NOTE: The Children (Performance) Regulations 1968 as amended continue to apply but are not conditions on the licence as that would be duplication.

| Suggested condition  | Code   | ✓ |
|--|--------|---|
| The PLH/DPS will provide an adequate number of suitable adult 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. | 4PF084 | ✓ |
| The venue will be suitable to accommodate safely the numbers of children intended.   | 4PF085 | ✓ |
| All supervisors and crew will receive instruction on the fire procedures applicable to the venue prior to the arrival of the children  | 4PF086 | ✓ |
| The PLH/DPS will ensure that all special effects e.g. flashing lights, dry ice, smoke etc are suitable for the children involved in the performance.   | 4PF087 | ✓ |

### Entertainment and/or Facilities Specifically Provided for Children

Is any entertainment/facilities specifically provided for children? YES  NO  N/A

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

| Suggested condition  | Code   | ✓ |
|--|--------|---|
| The PLH/DPS will ensure that an adult 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.   | 4PF088 | ✓ |
| For closely seated audiences, i.e. 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 4PF088. | 4PF089 | ✓ |
| 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.   | 4PF090 | ✓ |

|  |        |                                     |
|--|--------|-------------------------------------|
| Close supervision will be held when children use balconies and other raised areas.   | 4PF091 | <input checked="" type="checkbox"/> |
| 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. | 4PF092 | <input checked="" type="checkbox"/> |

### Child Protection Measures

Do you have a system for ensuring the suitability of staff who work closely with children? YES  NO  N/A

If YES state measures used:

CRB checks  
Police checks

Are your premises located near any adult orientated premises e.g. an adult retail sex shop or amusement arcade? YES  NO  N/A

| Suggested condition   | Code   | ✓                                   |
|---|--------|-------------------------------------|
| The PLH/DPS 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. | 4PF093 | <input checked="" type="checkbox"/> |
| The PLH/DPS will ensure staff receive training to deal with unaccompanied children on the premises and prevent them from harm.  | 4PF094 | <input checked="" type="checkbox"/> |
| The PLH/DPS will comply with the written guidance for protecting children from harm issued by Leeds City Council, Department of Social Services.  | 4PF095 | <input checked="" type="checkbox"/> |
| The PLH/DPS will liaise 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.  | 4PF096 | N/A                                 |



NOT PROTECTIVELY MARKED

2839



# WEST YORKSHIRE POLICE

*Leeds District Licensing Department*

## Licensing Department

Millgarth Police Station  
Millgarth Street  
Leeds  
LS2 7HX

Tel: 0113-2414023

Fax: 0113-2413123

Email:

bob.patterson@westyorkshire.pnn.police.uk

Website:

Your ref:

Our ref: BP/LICENSING OFFICER/HALTONMOORSOCIAL

3<sup>rd</sup> March 2010

The Secretary  
Halton Moor Sports & Social Club  
75 Cartmell Drive  
Halton Moor  
Leeds  
LS15 0DE



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

**RE: HALTON MOOR SPORTS & SOCIAL CLUB. 75 CARTMELL DRIVE, LEEDS. LS15 0DE  
NEW PREMISES LICENCE – LICENSING ACT 2003:  
POLICE – LETTER OF REPRESENTATION – 'QUALIFIED' OBJECTION:**

Thank you for submitting your application for the above premises, received at the address above on the 3<sup>rd</sup> February 2010.

West Yorkshire Police are of the opinion that your application contains insufficient information about how you intend to meet the licensing objectives.

We therefore confirm that we are submitting a formal representation against your application on the grounds of-:

1. the prevention of crime & disorder
2. the prevention of public nuisance, and
3. the protection of children from harm.

However, West Yorkshire Police are also of the opinion that the said objectives could be met should you be prepared to incorporate certain identified measures within your operating schedule as conditions, in **addition** to what you may have offered in your application.

Please find enclosed a document which at **Part 1** contains the suggested measures which this authority considers are proportionate and appropriate to the nature of your application.

Should you be in agreement with the suggested measures then please signify this by completing and signing **Part 2** of the enclosed form and return the complete document to this office as soon as possible.

NOT PROTECTIVELY MARKED

## NOT PROTECTIVELY MARKED

Upon receipt of your consent at **Part 2**, it will be taken that you signify your wishes for the licensing authority to amend your operating schedule to incorporate the proposed measures as conditions.

Alternatively should you disagree with the proposed measures, then please complete **Part 3** and again return the complete document to this office as soon as possible.

### PART 1 - to be completed by the Responsible Authority:

West Yorkshire Police propose the following control measures / conditions under the Licensing Act 2003 (in **addition** to those that you may have already offered), for the premises:-

**HALTON MOOR SPORTS & SOCIAL CLUB  
75 CARTMELL DRIVE  
HALTON MOOR  
LEEDS. LS15 0DE**

Having considered the application under the Licensing Act 2003 for the above premises, West Yorkshire Police considers that the following measures are relevant, proportionate and necessary in order to promote the following licensing objectives:-

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

### Measures / Additional measures proposed:

The Premises Licence Holder, Designated Premises Supervisor and all members of 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.

**No alcohol shall be sold or supplied, or entertainment offered, at any time or in any part of the club premises in accordance with this Premises Licence other than to:-**

- (a) a member of the club who may not:-
- (a) be admitted to membership, or
  - (b) be admitted, as a candidate 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;
- (b) a bona fide guest of such a member;
  - (c) associate members and their guests;
  - (d) Other persons than at (a) (b) & (c) attending bona fide functions, which have been organised with and authorised by the management committee of the club in advance;
  - (e) Members of visiting teams for recreational / sporting events taking place on the club premises or within the grounds of the club, together with officials and supporters accompanying those visiting teams.

On every occasion that the club is being used in accordance with paragraph (d) above, West Yorkshire Police will be notified of any such event by the club giving 14 days advance written notice.

NOT PROTECTIVELY MARKED



## NOT PROTECTIVELY MARKED

On each occasion, the advance written notification shall provide the following information,

- (i) The name and full contact details of the organiser of the function booked with the club, who may be requested to provide a guest list at the discretion of West Yorkshire Police,
- (ii) Alternatively, the name and full contact details of the external promoter of the function booked with the club, who may be requested to provide a guest list at the discretion of West Yorkshire Police,
- (iii) The date and time that the function is due to start and finish,
- (iv) A short description of the nature of the function,
- (v) State the licensable activities that will be carried on at the premises during the function,
- (vi) Is the function for the whole or a part of the premises?
- (vii) How many people are expected to attend the function?
- (viii) Will door supervisors be employed specifically for the function?
- (ix) If so, what are the contact details for who employs the door supervisors?
- (x) If not, how will the management committee of the club and club staff monitor the numbers present at the function?

At the discretion of West Yorkshire Police, the 14 days advance notification will be waived but only providing written notification is still provided to the police by the club prior to the event taking place;

There shall be rules of the club for the election of club members and other matters which are at the discretion of the clubs management committee.

A copy of such rules shall be deposited with the Licensing Authority and the Police on an annual basis and due at the start of every calendar year.

In addition, notice of any alteration in any of the club rules shall be given to the Licensing Authority and the Police within 14 days of the alterations being made.

A list of names and addresses of all members of the club shall be kept on the premises, to be produced at any time if requested, by an officer of the Licensing Authority or a Police Officer.

West Yorkshire Police are satisfied that the proposed measures are not adequately dealt with by other legislation.

By signing the declaration enclosed overleaf at **Part 2**, the applicant agrees to incorporate the proposed measures as conditions within the Operating Schedule for the said premises.

Upon the satisfactory completion of the declaration, West Yorkshire Police will provide notice to the Licensing Authority that our representation is withdrawn in accordance with schedule 10(a) of the Licensing Act 2003 (Hearings) Regulations 2005.

  
**Bob Patterson**  
Leeds District Licensing Officer

Date: 3<sup>rd</sup> March 2010.

## NOT PROTECTIVELY MARKED

**NOT PROTECTIVELY MARKED**

**PART 2 – to be completed by the applicant or applicant’s representative:**

Consent for all proposed control measures / conditions under the Licensing Act 2003.

Name & Address of Premises:  
**HALTON MOOR SPORTS & SOCIAL CLUB**  
**75 CARTMELL DRIVE**  
**HALTON MOOR**  
**LEEDS. LS15 0DE**

I / We .....

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

In signing this document-:

- I / we agree with the measures proposed by West Yorkshire Police,
- I / we provide our consent for the Licensing Authority to incorporate the said measures into the operating schedule for the stated premises as conditions, and furthermore,
- I / we confirm the premises will then operate in accordance with those conditions agreed to.

**Signed:**

**Dated:**

**NOT PROTECTIVELY MARKED**

**PART 3 – to be completed by the applicant or applicant’s representative:**

---

Proposed control measures / conditions under the Licensing Act 2003

Name & Address of Premises:

**HALTON MOOR SPORTS & SOCIAL CLUB  
75 CARTMELL DRIVE  
HALTON MOOR  
LEEDS. LS15 0DE**

I / We .....

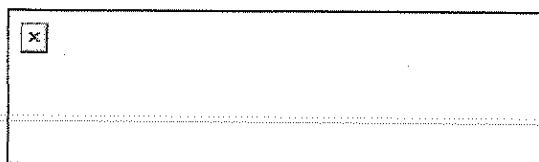
confirm that I am / we are the applicant / the applicants representative (delete as appropriate) for the premises as stated above.

I / We formally advise that we are not prepared to accept the proposed measures as suggested by the West Yorkshire Police.

In this instance we understand that West Yorkshire Police will maintain their representation to my /our application, which will now proceed to a hearing before the Licensing Sub-Committee, at which I / we will be required to attend.

**Signed:**

**Dated:**



Richardson & Co. Solicitors  
2<sup>nd</sup> Floor  
Phoenix House  
3 South Parade  
Leeds  
LS1 5QX

**Environmental Protection Team**  
Leeds City Council  
Kent Road  
Pudsey  
Leeds  
LS28 9BN

Contact: Mrs. Vanessa Holroyd  
Tel: 0113 214 6251  
Fax: 0113 214 6250  
vanessa.holroyd@leeds.gov.uk  
Your reference:  
Our reference: PREM/02839  
5 February 2010

Dear Sir/Madam

**Licensing Act 2003**

**Name of Premises: Halton Moor Sports & Social Club**

**Address: Halton Moor Social Club, Cartmell Drive, Halton, Leeds, LS15 0DE**

Thank you for submitting your application for the above premises.

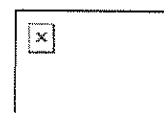
Leeds City Council's health and environmental action service is of the opinion that your application contains insufficient information about how you intend to meet the licensing objective of the prevention of public nuisance.

We therefore confirm that we are submitting a formal representation against your application on the grounds that the objective relating to the prevention of public nuisance will not be met.

However the Leeds City Council's health and environmental action service is of the opinion that the said objective could be met should you be prepared to incorporate certain identified measures within your operating schedule.

Please find enclosed a document which at Part 1 contains the suggested measures which this authority considers are proportionate and appropriate to the nature of your application.

Should you be in agreement with the suggested measures then please signify this by completing and signing Part 2 of the enclosed form and return the complete document to this office as soon as possible. Please contact the above named officer if you require any clarification on any of these measures.



Upon receipt of your consent at Part 2, it will be taken that you signify your wishes for the licensing authority to amend your operating schedule to incorporate the proposed measures.

Alternatively, should you disagree with the proposed measures, then please complete Part 3 and return the completed document to this office as soon as possible.

I would also take this opportunity to advise you that if the opening hours as proposed under this application are different to those on the current planning approval, then you should also make an application for variation of hours to the development control section of the development department if you have not already done so. If you operate without planning permission, this may result in a breach of the relevant planning condition. Should you wish to discuss this matter further, development control can be contacted on 0113 222 4409.

Yours faithfully

Mrs. Vanessa Holroyd  
Senior Environmental Health Officer

Encs

## **PART 1**

### **To be completed by the responsible authority**

#### **Leeds City Council's Health and Environmental Action Service Proposed controlled measures under the Licensing Act 2003**

**Name of Premises: Halton Moor Sports & Social Club**

**Address: Halton Moor Social Club, Cartmell Drive, Halton, Leeds, LS15 0DE**

The application premise is in a residential area with housing in close proximity to the front and to the right hand side. It has a flat above with planning permission to convert this into 2 flats and has a large garden to the rear.

Having considered the application under the Licensing Act 2003 for the above premises, the Leeds City Council's health and environmental action service considers that the following measures are proportionate and necessary in order to promote the following licensing objective:

- Prevention of public nuisance

#### **Noise and Vibration**

1. Licensable activities shall be conducted and the facilities for licensed activities shall be designed and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties.
2. Noise from a licensable activity at the premises shall be inaudible at the nearest noise sensitive premises after 23.00 hours and at all times if entertainment takes place on more than 30 occasions per year.
3. There shall be no external loudspeakers
4. Bottles will not be placed in any external receptacle after 23.00 hours to minimise noise disturbance to neighbouring properties.
5. Noise from plant or machinery shall be inaudible at the nearest noise sensitive premises during the operation of the plant or machinery. Plant and machinery shall be regularly serviced and maintained to meet this level.
6. The PLH/DPS will ensure patrons use beer gardens, external areas and play areas in a manner which does not cause disturbance to nearby residents and business in the vicinity. Patrons will not use such areas after 23:00 for the consumption of food or alcohol.
7. The activities of persons using the external areas shall be monitored after 23:00 hours and they shall be reminded to have regard to the needs of local residents and to refrain from shouting and anti social behaviour etc when necessary.

8. The PLH/DPS will adopt a "cooling down" period where music volume is reduced towards the closing time of the premises.

#### **Litter**

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

#### **Transport / Pedestrian Movement**

10. Clear and legible notices will be displayed at exits, car parks and other circulatory areas requesting patrons to leave the premises quietly having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti-social behaviour.
11. The designated premises supervisor and any door supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.
12. A facility will be provided for customers to order private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent position on the premises.

Signed:

Dated:

**PART 2**

**To be completed by the applicant or applicant's representative**

Consent for proposed controlled measures under the Licensing Act 2003

**Name of Premises: Halton Moor Sports & Social Club**

**Address: Halton Moor Social Club, Cartmell Drive, Halton, Leeds, LS15 0DE**

I/We .....

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

In signing this document I/we agree with the measures proposed by Leeds City Council's health and environmental action service, and we provide our consent for the licensing authority to incorporate the said measures into the operating schedule for the stated premises.

Signed:

Dated:

Please return this document to:

**Environmental Protection Team**  
Leeds City Council  
Kent Road  
Pudsey  
Leeds  
LS28 9BN



### PART 3

---

#### To be completed by the applicant or applicant's representative

Proposed controlled measures under the Licensing Act 2003

**Name of Premises: Halton Moor Sports & Social Club**

**Address: Halton Moor Social Club, Cartmell Drive, Halton, Leeds, LS15 0DE**

I/We .....

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

I/We formally advise that we are not prepared to accept the proposed measures as suggested by Leeds City Council's health and environmental action service.

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

Signed:

Dated:

Please return this document to:

**Environmental Protection Team**  
Leeds City Council  
Kent Road  
Pudsey  
Leeds  
LS28 9BN

**White Emma**

**From:** Teale Rachael  
**Sent:** 17 February 2010 16:40  
**To:** Entertainment Licensing  
**Cc:** White Emma  
**Subject:** PREM/02839

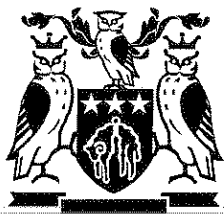
Dear Emma

On behalf of Vanessa Holroyd this department has received a signed Part 2 from Halton Moor Sports and Social Club. This department therefore withdraws the representation

Regards,  
Mrs Rachael Teale  
Senior Environmental Health Officer  
Environmental Protection Team  
Kent Road  
Pudsey  
LS28 9BN

Tel: 0113 2146247

Please note I work Tuesday to Thursday



Originator: Mrs Emma White

Tel: 0113 2474095

## Report of the Assistant Chief Executive (Corporate Governance)

### Report to the Licensing Sub Committee

Date: Monday 22<sup>nd</sup> March 2010

Subject: Application for the Grant of a Club Premises Certificate for Garforth Parish Church Cricket Club, Green Lane, Garforth, LS25 2AF

#### Electoral Wards Affected:

Garforth & Swillington



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 grant of a Club Premises Certificate for a premises situated at Green Lane, Garforth, Leeds, LS25 2AF trading as Garforth Parish Church Cricket Club.

The club premises intend to operate as a small cricket club to supply alcohol at the times and days noted in 3.3

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 60 of the Licensing Act 2003 ("the Act") for a Club Premises Certificate in respect of for Garforth Parish Church Cricket Club, Green Lane, Garforth, LS25 2AF The Licensing Sub-Committee is required to consider this application due to the receipt of representations.

### 2.0 History of Premises

2.1 This is the first application for a Club Premises Certificate

### 3.0 The Application

3.1 The proposed Club Secretary is Mr James Wilson

3.2 The location and the proximity to neighboring premises can be seen on the map provided; Members attention is drawn to **Appendix A**

3.3 A copy of the application and operating schedule are attached as **Appendix B** to this report. For the assistance of members, the Operating Schedule shows:

i) **Proposed licensable activities**

L Supply Of Alcohol

ii) **Proposed hours of licensable activities**

Monday to Friday 18:00 – 22:30

Saturday and Sunday 14:00 – 22:30

iii) **Proposed times when the premises is open**

Monday to Friday 18:00 – 22:30

Saturday and Sunday 14:00 – 22:30

iv) **Declaration**

The declaration for a Club Premises Certificate to be granted under the Licensing Act 2003, is attached Members attention is drawn to **Appendix C**

v) **Club Rules**

A copy of the Club Rules is attached at **Appendix D**

**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 Responsible authorities have made the following representations:

- **Representations received form West Yorkshire Police**

No agreements have been reached the applicant has signed Part 3 of the representation stating they are not prepared to accept the proposed measures as suggested.

Members are invited to consider **Appendix E** of this report

In light of this West Yorkshire Police have responded to the applicant via email

Members are invited to consider **Appendix F** of this report

## 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 making 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 application as requested.
- Grant the application whilst imposing additional conditions and/or altering in any way the proposed operating schedule
- Reject whole or part of the application

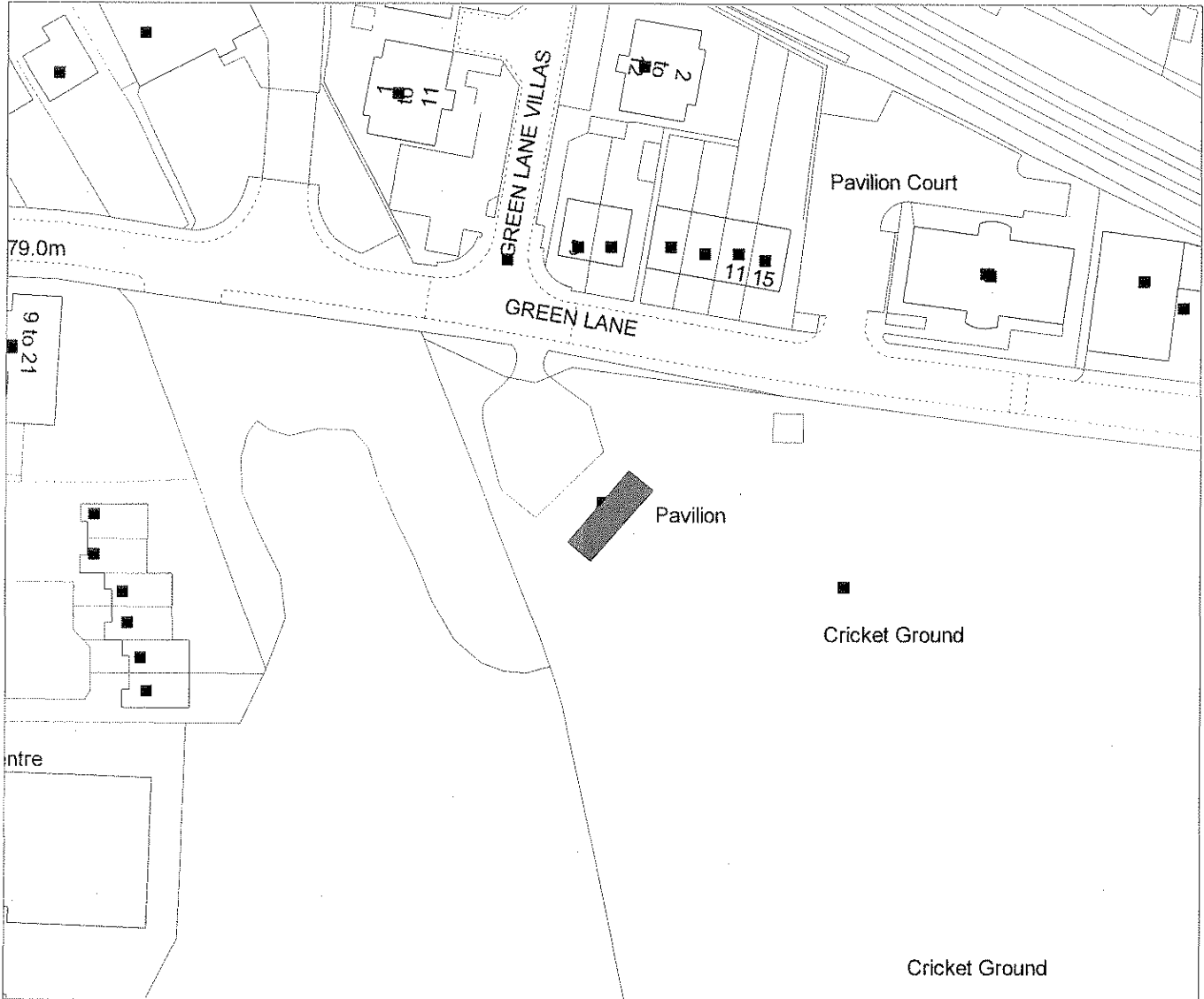
6.2 Members of the Licensing sub committee are asked to note that they may not modify the conditions or reject the whole or part of the application merely because it considers it desirable to do so. It must actually be necessary in order to promote the licensing objectives.

## Background Papers

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

# CPREM/00297 Garforth Parish Church Cricket Club

Green Lane, Garforth , Leeds, LS25 2AF



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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|               |               |
|---------------|---------------|
| <b>Date:</b>  | 02 March 2010 |
| <b>Scale:</b> | 1:1000        |

**CLUB1**



**Part B**

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

**Application for 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.

GARFORTH PARISH CHURCH CRICKET club applies for a club premises certificate under section 71 of the Licensing Act 2003 for the premises described in Part 1 below (the club premises). The club is making this application to you as the relevant licensing authority in accordance with section 68 of the Licensing Act 2003.

**Part 1 – Club premises details**

|  |                             |
|--|-----------------------------|
| Name of club<br><b>GARFORTH PARISH CHURCH CRICKET CLUB</b>   |                             |
| Postal address of premises or, if none, Ordnance Survey map reference or description<br><b>GREEN LANE,<br/>GARFORTH.</b> |                             |
| Post Town<br><b>LEEDS</b>  | Postcode<br><b>LS25 2AF</b> |
| Telephone number (if any)  |                             |
| E-mail address (optional)  |                             |

ENTERTAINMENT LICENSING  
10 FEB 2010  
RECEIVED

|  |                             |
|--|-----------------------------|
| Name of person performing duties of a secretary to the club<br><b>MR J. WILSON</b>                     |                             |
| Postal address of person performing duties of a secretary to the club<br><b>31, WHINMOOR CRESCENT.</b> |                             |
| Post Town<br><b>LEEDS</b>  | Postcode<br><b>LS14 1NJ</b> |
| Telephone number (if any)<br><b>0113 2656125</b>   |                             |
| E-mail address (optional)  |                             |

Non-domestic rateable value of club premises.

£ **1325**

Are the club premises occupied and habitually used by the club?

Yes  No

## Part 2 Club Operating Schedule

When do you want the club premises certificate to start?

| Day | Month | Year |
|-----|-------|------|
| 0   | 1     | 04   |
| 2   | 0     | 10   |

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

| Day | Month | Year |
|-----|-------|------|
|     |       |      |

If 5000 people or more are expected to attend the premises at any one time, please state the number expected to attend.

|  |
|--|
|  |
|--|

General description of club (please read guidance note 1)

WE ARE A SMALL CRICKET CLUB. OUR FACILITIES COMPRISE OF A SMALL PAVILLION WHICH HOUSES TWO TOILETS, A TEA ROOM AND A CLUB ROOM. CHANGING ROOMS ARE SITUATED IN ANOTHER OUT BUILDING. WE HAVE TWO SENIOR TEAMS AND THREE JUNIOR TEAMS PLAYING IN THE WETHERBY LEAGUE. BY SUPPLYING ALCOHOL (BOTTLES AND TINS OF BEER + LAGER) WE HOPE TO INCREASE OUR REVENUE AND SO IMPROVE OUR FACILITIES.



What qualifying activities do you intend to conduct on the premises?

(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's (if ticking yes, fill in box D)
- e) Live music (if ticking yes, fill in box E)
- f) Recorded music (if ticking yes, fill in box F)
- g) Performance of dance (if ticking yes, fill in box G)
- h) Anything of a similar description to that falling within (e), (f) or (g).  
(if ticking yes, fill in box H)

**Provision of 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.

**A**

| <b>Plays</b><br>Standard days and timings<br>(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  |       |        | <b>Please give further details here</b> (please read guidance note 3)   | Both     | <input type="checkbox"/> |
| Tue  |       |        |   |          |                          |
| Wed  |       |        | <b>State any seasonal variations for performing plays</b> (please read guidance note 4)   |          |                          |
| Thurs  |       |        |   |          |                          |
| Fri  |       |        | <b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 5). |          |                          |
| Sat  |       |        |   |          |                          |
| Sun  |       |        |   |          |                          |

**B**

| <b>Films</b><br>Standard days and timings<br>(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  |       |        | <b>Please give further details here</b> (please read guidance note 3)  | Both     | <input type="checkbox"/> |
| Tue  |       |        |  |          |                          |
| Wed  |       |        | <b>State any seasonal variations for the exhibition of films</b> please read guidance note 4)  |          |                          |
| Thurs  |       |        |  |          |                          |
| Fri  |       |        | <b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 5). |          |                          |
| Sat  |       |        |  |          |                          |
| Sun  |       |        |  |          |                          |

**C**

| Indoor sporting events<br>Standard days and timings<br>(please read guidance note 6) |       |        | Please give further details here (please read guidance note 3)   |
|--|-------|--------|--|
| Day  | Start | Finish |  |
| Mon  |       |        |  |
|  |       |        |  |
| Tue  |       |        | State any seasonal variations for indoor sporting events (please read guidance note 4)   |
|  |       |        |  |
| Wed  |       |        |  |
|  |       |        |  |
| Thurs  |       |        | Non standard timings. Where you intend to use the premises indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5). |
|  |       |        |  |
| Fri  |       |        |  |
|  |       |        |  |
| Sat  |       |        |  |
|  |       |        |  |
| Sun  |       |        |  |
|  |       |        |  |

**D**

| Boxing or wrestling entertainment<br>Standard days and timings<br>(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   |       |        |   | Both     | <input type="checkbox"/> |
|   |       |        |   |          |                          |
| Tue   |       |        | Please give further details here (please read guidance note 3)  |          |                          |
|   |       |        |   |          |                          |
| Wed   |       |        | State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)   |          |                          |
|   |       |        |   |          |                          |
| Thurs   |       |        |   |          |                          |
|   |       |        |   |          |                          |
| Fri   |       |        | Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5). |          |                          |
|   |       |        |   |          |                          |
| Sat   |       |        |   |          |                          |
|   |       |        |   |          |                          |
| Sun   |       |        |   |          |                          |
|   |       |        |   |          |                          |

**E**

| <b>Live Music</b><br>Standard days and timings<br>(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 type="checkbox"/> |
|---|-------|--------|--|----------|--------------------------|
| Day   | Start | Finish |  | Outdoors | <input type="checkbox"/> |
| Mon   |       |        | <b>Please give further details here</b> (please read guidance note 3)  | Both     | <input type="checkbox"/> |
| Tue   |       |        |  |          |                          |
| Wed   |       |        | <b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)   |          |                          |
| Thurs   |       |        |  |          |                          |
| Fri   |       |        | <b>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</b> (please read guidance note 5). |          |                          |
| Sat   |       |        |  |          |                          |
| Sun   |       |        |  |          |                          |

**F**

| <b>Recorded music</b><br>Standard days and timings<br>(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 type="checkbox"/> |
|---|-------|--------|--|----------|--------------------------|
| Day   | Start | Finish |  | Outdoors | <input type="checkbox"/> |
| Mon   |       |        | <b>Please give further details here</b> (please read guidance note 3)  | Both     | <input type="checkbox"/> |
| Tue   |       |        |  |          |                          |
| Wed   |       |        | <b>State any seasonal variations for playing recorded music</b> (please read guidance note 4)  |          |                          |
| Thurs   |       |        |  |          |                          |
| Fri   |       |        | <b>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</b> (please read guidance note 5). |          |                          |
| Sat   |       |        |  |          |                          |
| Sun   |       |        |  |          |                          |

**G**

|   |       |        |   |  |
|---|-------|--------|---|--|
| <b>Performance of dance</b><br>Standard days and timings<br>(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"/><br>Outdoors <input type="checkbox"/><br>Both <input type="checkbox"/> |
| Day   | Start | Finish | <b>Please give further details here</b> (please read guidance note 3)   |  |
| Mon   |       |        |   |  |
| Tue   |       |        |   |  |
| Wed   |       |        |   |  |
| Thurs   |       |        |   |  |
| Fri   |       |        |   |  |
| Sat   |       |        |   |  |
| Sun   |       |        | <b>State any seasonal variations for the performance of dance</b> (please read guidance note 4)   |  |
|   |       |        | <b>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</b> (please read guidance note 5). |  |

**H**

|   |       |        |  |  |
|---|-------|--------|--|--|
| <b>Anything of a similar description to that falling within (e), (f) or (g)</b><br>Standard days and timings<br>(please read guidance note 6) |       |        | <b>Please give a description of the type of entertainment the club will be providing</b>   |  |
| Day   | Start | Finish | <b>Will this entertainment take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).</b><br>Indoors <input type="checkbox"/><br>Outdoors <input type="checkbox"/><br>Both <input type="checkbox"/>                                   |  |
| Mon   |       |        |  |  |
| Tue   |       |        |  |  |
| Wed   |       |        |  |  |
| Thurs   |       |        |  |  |
| Fri   |       |        |  |  |
| Sat   |       |        |  |  |
| Sun   |       |        | <b>Please give further details here</b> (please read guidance note 3)  |  |
|   |       |        | <b>State any seasonal variations for entertainment</b> (please read guidance note 4)   |  |
|   |       |        | <b>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</b> (please read guidance note 5). |  |

I

| Provision of facilities for making music<br>Standard days and timings<br>(please read guidance note 6) |       |        | Please give a description of the facilities for making music you will be providing   |         |                          |
|--|-------|--------|--|---------|--------------------------|
| 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  |       |        | Please give further details here (please read guidance note 3)   |         |                          |
| Wed  |       |        |  |         |                          |
| Thurs  |       |        | State any seasonal variations for the provision of facilities for making music (please read guidance note 4)   |         |                          |
| Fri  |       |        |  |         |                          |
| Sat  |       |        | 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 (please read guidance note 5). |         |                          |
| Sun  |       |        |  |         |                          |

J

| Provision of facilities for dancing<br>Standard days and timings<br>(please read guidance note 6) |       |        | Please give a description of the type of facilities for dancing the club will be providing  |         |                          |
|---|-------|--------|---|---------|--------------------------|
| 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   |       |        | Please give further details here (please read guidance note 3)  |         |                          |
| Wed   |       |        |   |         |                          |
| Thurs   |       |        | State any seasonal variations for the provision of dancing facilities (please read guidance note 4)   |         |                          |
| Fri   |       |        |   |         |                          |
| Sat   |       |        | 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 (please read guidance note 5). |         |                          |
| Sun   |       |        |   |         |                          |

K

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

L

|  |       |        |   |  |                 |                                     |
|--|-------|--------|---|--|-----------------|-------------------------------------|
| <b>Supply of alcohol</b><br>Standard days and timings<br>(please read guidance note 6) |       |        | <b>Will the supply of alcohol be for consumption (Please tick [Y])</b><br>Please read guidance note 7).   |  | On the premises | <input checked="" type="checkbox"/> |
| Day  | Start | Finish | Off the premises <input type="checkbox"/>   |  |                 |                                     |
| Mon  | 18.00 | 22.30  | Both <input type="checkbox"/>   |  |                 |                                     |
| Tue  | 18.00 | 22.30  | <b>State any seasonal variations (please read guidance note 4)</b>  |  |                 |                                     |
| Wed  | 18.00 | 22.30  |   |  |                 |                                     |
| Thurs  | 18.00 | 22.30  | <b>Non standard timings. Where the club intends 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).</b> |  |                 |                                     |
| Fri  | 18.00 | 22.30  |   |  |                 |                                     |
| Sat  | 14.00 | 22.30  |   |  |                 |                                     |
| Sun  | 14.00 | 22.30  |   |  |                 |                                     |

**M**

|   |       |        |   |
|---|-------|--------|---|
| <b>Hours club premises are open to the members and guests</b><br>Standard days and timings<br>(please read guidance note 6)   |       |        | State any seasonal variations (please read guidance note 4) |
| Day   | Start | Finish |   |
| Mon   | 18.00 | 22.30  |   |
| Tue   | 18.00 | 22.30  |   |
| Wed   | 18.00 | 22.30  |   |
| Thurs   | 18.00 | 22.30  |   |
| Fri   | 18.00 | 22.30  |   |
| Sat   | 14.00 | 22.30  |   |
| Sun   | 14.00 | 22.30  |   |
| 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 or 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)



## 0

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)

THE CLUB HOUSE IS RUN BY AND FOR THE MEMBERS OF THE CRICKET CLUB.  
IT WILL NOT BE OPENED TO THE GENERAL PUBLIC.

b) The prevention of crime & disorder

WE WILL NOT HAVE A LARGE STOCK OF ALCOHOL ON OUR PREMISES.  
WE WILL ABIDE WITH ALL LICENCING LAWS.  
WE SHALL PUT IN PLACE A CHECK 21 PROCEDURE.

c) Public safety

WE TAKE ALL REASONABLE STEPS TO ENSURE PUBLIC SAFETY AT ALL  
TIMES.  
WE ARE ALSO FULLY INSURED.

d) The prevention of public nuisance

THE CLUB WILL ONLY BE OPENED FOR THE USE OF MEMBERS, GUESTS  
AND VISITING TEAMS.  
THE CLUB HAS STRICT CODES OF CONDUCT AND BEHAVIOUR.

e) The protection of children from harm

UNDER ECB REGULATIONS THE CLUB HAS A CHILD WELFARE OFFICER AND  
ALL OFFICIALS ARE CRB CHECKED.

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities.
- I understand that I must now advertise my application.
- I have enclosed the club premise certificate or part of it or an explanation for it's absence.
- I have enclosed the relevant part of the club premises certificate.
- 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 3 - Signatures** (please read guidance note 10)

I, JAMES WILSON (Insert full name)

make this application on behalf of the club and have authority to bind the club.

Signature: *J Wilson*

Date: 8th February 2010

Capacity: HONORARY SECRETARY.

|  |                       |
|--|-----------------------|
| Address for correspondence associated with this application (please read guidance note 11) |                       |
| 31 WHINMOOR CRESCENT   |                       |
| Post town<br>LEEDS   | Post code<br>LS14 1NJ |
| Telephone number (if any)<br>0113 - 2656125  |                       |
| If you would like us to correspond with you by email, your email address (optional)        |                       |

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

**Declaration for a club premises certificate to be granted under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING DECLARATION**

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.

**Club Premises details**

|   |                          |
|---|--------------------------|
| Name of club <b>GARFORTH PARISH CHURCH CRICKET CLUB.</b>  |                          |
| Postal address of club, if any, or, if none, ordinance survey map reference or description<br><br><b>GREEN LANE<br/>GARFORTH.</b> |                          |
| Post Town <b>LEEDS</b>  | Postcode <b>LS25 2AF</b> |
| Telephone number (if any)   |                          |
| E-mail (optional)   |                          |

**CLUB DECLARATION AS TO QUALIFYING CLUB STATUS**

**GARFORTH PARISH CHURCH CRICKET CLUB.**

*(name of club)*

club makes the following declarations

- 1) Where the club to which this application relates is:  
a registered society within the meaning of the Industrial and Provident Societies Act 1965;  
a registered society within the meaning of the Friendly Societies Act 1974; or  
a registered friendly society within the meaning of the Friendly Societies Act,  
the club declares that the club satisfies:

Please tick  Yes

Condition 1 in section 62(2) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 2 in section 62(3) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 4 in section 62(5) of the Licensing Act 2003

Does the club wish to supply alcohol to members and guests?  
If yes the club declares that -

The purchase of alcohol for the club and the supply of alcohol by the club is under the control of the members or of a committee appointed by the members

Please give relevant club rule number(s), if any

**2) Where the club to which this application relates is:  
an association organised for the social well-being and recreation of persons employed in or  
about coal mines, the club declares that the club satisfies:**

Please tick  Yes

Condition 1 in section 62(2) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 2 in section 62(3) of the Licensing Act 2003

Please give relevant club rule number(s)

Does the club wish to supply alcohol to members and guests?  
If yes the club declares that it satisfies -

First condition in section 66(4) of the Licensing Act 2003

Please give relevant club rule number(s), if any

Second condition in section 66(5) of the Licensing Act 2003

Please give relevant club rule number(s), if any

**3) Where the club to which this application relates does not fall into the categories in 1 or 2  
above, the club declares that the club satisfies:**

Please tick  Yes

Condition 1 in section 62(2) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 2 in section 62(3) of the Licensing Act 2003



Please give relevant club rule number(s)

2(k)

Condition 3 in section 62(4) of the Licensing Act 2003



The club's arrangements for restricting the club's freedom of purchase of alcohol are:

(a) contained in club rule number(s)

2i be

(b) or, as follows

*(Please provide a short description)*

The club's provisions by which money or property of the club or any gain arising from the carrying on of the club is or may be applied for charitable benevolent or political purposes are:

(a) contained in club rule number(s),

(b) or, as follows

*(please provide a short description)*

The arrangements for giving members information about the finances of the club are:

(a) contained in club rule number(s)

11

(b) or, as follows  
(please provide a short description)

Please describe details of the books of account and other records kept to ensure the accuracy of the information about finances given to members of the club or give the relevant rule number(s)

CLUB RULE 11 a, b & c

Please tick  Yes

Condition 4 in section 62(5) of the Licensing Act 2003



Condition 5 in section 62(6) of the Licensing Act 2003



The club proposes to supply alcohol to members and guests and declares that the club satisfies:

additional condition 1 in section 64(2) of the Licensing Act 2003



Please give relevant rule number(s), if any

2 g & c

additional condition 2 in section 64(3) of the Licensing Act 2003

Please give relevant rule number(s), if any

additional condition 3 in section 64(4) of the Licensing Act 2003

Please give relevant club rule number(s), if any

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

---

I JAMES WILSON , make this declaration on behalf of  
(insert name)  
the club and have authority to bind the club

Signature

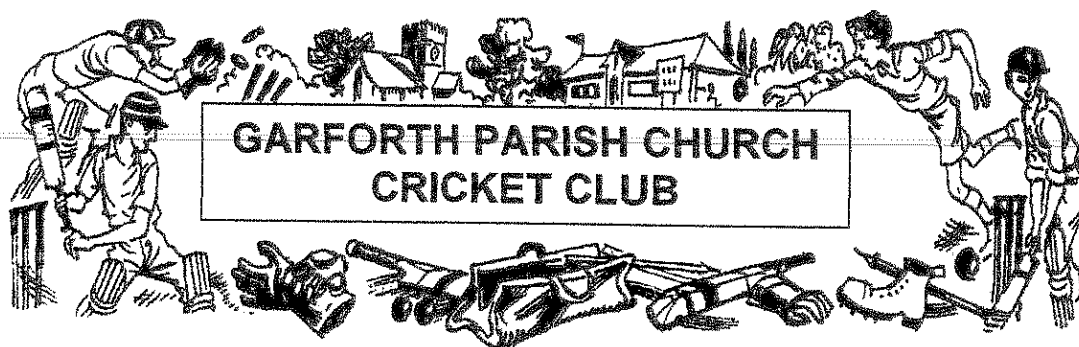
J Wilson

Date

8<sup>th</sup> February 2010

Capacity

HONORARY SECRETARY.



THE CONSTITUTION OF GARFORTH PARISH CHURCH CRICKET CLUB

RULES

**1. THE CLUB**

The club shall be called the Garforth Parish Church Cricket Club.

**2. MEMBERSHIP**

- a) The club shall consist of Vice-Presidents, Life Members, Full Members (To Consist of Playing Members, Junior Members, & Social Members).
- b) Any person is eligible for election as a Vice-President.
- c) Any Vice-President or Member who has rendered outstanding service to the club may be elected a Life Member at the Annual General Meeting on the nomination of the General Committee only.
- d) Only Vice-President, Life Members & Full Members shall be entitled to attend & vote at any General meeting called for the purpose of transacting business of the club.
- e) Membership of the Club shall be open to anyone interested in the sport on application regardless of Sex, Age, Disability, Ethnicity, and Sexual Orientation, Religion or any other beliefs.
- f) The Club may have different classes of membership and subscriptions on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- g) The Club committee may refuse membership, or remove it, only for a good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.
- h) Persons may not be (a) admitted to membership or (b) be admitted as candidate 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.
- i) Temporary membership shall be given to visiting club cricket teams to enable the purchase of alcoholic drinks. Temporary members may not attend General meetings of the club, hold office or exercise the power of voting.
- j) All members are entitled to use the club facilities for appropriate social and sporting activities, subject to the Licensing Laws and to such rules and Bye- Laws as may be laid down in these Rules by the Club Committee, but in the case of temporary members such temporary members shall only be entitled to use the Clubs facilities pursuant to sporting activities.



### 3. SUBSCRIPTIONS

- a) The Annual Subscription & Weekly Playing Subscriptions shall be voted at the Annual General Meeting for the following season.

Not with standing the foregoing provisions of this rule, the committee shall have the power to reduce or remit the subscription of any Member as they think fit.

- b) Subscriptions shall be payable not later than 31<sup>st</sup> May in any playing season.
- c) Subscriptions are due from new Members on joining the club, & in no case shall they be selected in any team until the full amount of their subscription has been paid (exceptional in exceptional circumstances), see Rule (e).
- d) No Member will be allowed to vote at any meeting convened for the transaction of business of the club, if at the time of such a meeting their subscription were overdue.
- e) Any Member who has not paid his Annual subscription in accordance with Rule 3(a) shall not be eligible for selection in any team unless there be special circumstances which, in the opinion of the selection committee, justify the waiving of this Rule.
- f)

### 4. SELECTION

Any Member, selected to play, finding that he cannot do so, must give notice not less than two days prior to the match in question, & any Member, selected to play in a match, failing to put in an appearance, without reasonable excuse, shall be dealt with at the discretion of the General Committee.

### 5. OFFICERS

The officers of the club shall consist of President, Chairman, Hon. Secretary, Hon. Treasurer, Hon. Team Secretary, Captains of each Team, all of whom shall be selected at the Annual General Meeting & the Vice-Captains of each Team, who shall be elected by the General Committee once the playing strength of each team is known.

### 6. COMMITTEE

- a). The Property & Management of the club shall be vested in a General Committee consisting of the President, Chairman, Hon. Secretary, Hon. Treasurer, Hon. Team Secretary, The Captains of each Team & Members to be elected at the Annual General Meeting. Five persons to form a quorum.
- b). The attendance of Members of the General Committee shall be recorded & read at the Annual General Meeting prior to the election of officers & Members of the Committee.
- c). The Committee shall have the power to co-opt extra Members from the Club Membership &, in the event of a vacancy occurring, power to fill the same.
- d). Any Member of the Committee absenting, without adequate reason from three successive meetings, automatically resigns his term of office, & the Committee shall have the power to appoint another Member.
- e). The General Committee shall be responsible for the purchase of and supply to Club Members of Intoxicating liquor with-in the rules laid down in the Licensing Laws.

7. TRUSTEES

There shall be three Trustees of the club, who shall be appointed from time to time as necessary by the club from among ordinary Members or Hon. Members, who are willing to be so appointed. A Trustee shall hold office during his life, or until shall resign by written notice to the General Committee, or until a resolution removing him/her from office shall have been passed at a General Meeting of the club by a two thirds majority of Members present & voting.

8. SELECTION COMMITTEE

The Selection Committee shall consist of Hon. Team Secretary, Team Captains, & not more than three non-playing Members who shall be elected at the Annual General Meeting. In the event of any Captains absence, his Vice-Captain may act as a deputy.

9. GROUND COMMITTEE

A ground Committee consisting of three Members, shall be elected at the Annual General Meeting. The Committee shall be responsible for the maintenance of the ground. Other Members of the club may be co-opted to the Committee for special purposes.

10. HON. SECRETARY

The Hon. Secretary shall keep a minute book in which shall be entered a correct record of the business transacted at the Annual General Meetings of Members & at all meetings of the General Committee.

11. HON. TREASURER

- a). The Hon. Treasurer shall present an up to date financial statement at each meeting of the General Committee, when requested to do so.
- b). All books, accounts etc. must be closed & a financial statement prepared. A copy of which shall be forwarded to each Member along with the notice convening the Annual General Meeting.
- c). A Auditor who shall be elected at the Annual General Meeting shall audit the accounts.

12. HON. TEAM SECRETARY

The Hon. Team Secretary shall be responsible for notifying each Member of his selection in a club Team.

13. STATUS

The club shall be run on Amateur lines, & no financial consideration shall be paid to any Member.

#### **14. THE ANNUAL GENERAL MEETING**

An Annual General Meeting shall be held in the month of October. Not less than seven clear day's notice of this & of any proposed alterations to the Rules shall be given to all Vice-Presidents, Life Members & Full Members. Voting shall be by ballot if necessary, or if demanded by any one Member.

#### **15. SPECIAL GENERAL MEETINGS**

Should any matters of urgency arise, a Special General Meeting of Members shall be called on notice being given to the Hon. Secretary, together with a requisition signed by not less than five Members. Such a meeting to be called within twenty-one clear days from date of receipt of requisition by the Hon. Secretary.

#### **16. VACANCIES**

In the event of a vacancy, due to any cause, concerning any officer or Member of the Committee, the General Committee electing a successor may fill the vacancy.

#### **17. REPRESENTATIVES**

Representatives of the club on External Organisations shall be elected by the General Committee, & if necessary may be co-opted to this Committee

#### **18. RULES**

All Vice-Presidents, Life Members & Full Members shall be provided with a copy of these Rules. A copy of these Rules Shall also be posted in the Pavilion.

#### **19. ALTERATION TO RULES**

The Rules may be added to or amended only at the Annual General Meeting. The Hon. Secretary must receive proposals for alterations to these Rules in writing, not later than August 31<sup>st</sup>. All alterations to the Rules shall require the support of two thirds of the attending Members who vote.

#### **20. DISSOLUTION**

If the Committee by a simple majority decides at any time to dissolve THE CLUB, it shall give at least twenty-one day's notice of a meeting to all Members of THE CLUB who have the power to vote. If such a decision is confirmed be a majority of those present & voting at the meeting, the Committee shall have the power to dispose of any assets held by THE CLUB. Any assets remaining after the satisfaction of any proper debts or liabilities shall be given or transferred to such charitable groups or groups having similar objects to THE CLUB as the Committee may decide.

August 2009

NOT PROTECTIVELY MARKED

**Licensing Department**

Millgarth Police Station

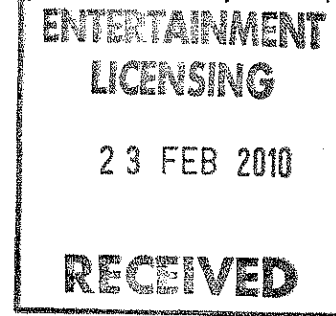
Millgarth Street

Leeds

LS2 7HX

Tel: 0113-2414023

Fax: 0113-2413123

Email: [lynn.dobson@westyorkshire.pan.police.uk](mailto:lynn.dobson@westyorkshire.pan.police.uk)**Leeds District Licensing**

23 February 2010

Mr J Wilson  
31 Whinmoor Crescent  
Leeds LS14 1NJ

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

Dear Mr Wilson

**RE: GARFORTH PARISH CHURCH CRICKET CLUB, GREEN LANE, LEEDS LS25 2AF  
GRANT OF NEW CLUB PREMISES CERTIFICATE – LICENSING ACT 2003  
POLICE – LETTER OF REPRESENTATION – QUALIFIED OBJECTION**

Thankyou for your application which is dated 8 February 2010 which was received at Millgarth Police Station on 10 February 2010.

This application is for the grant of a new club premises certificate (CPC) for the above named premises. This is a new application and seeks the grant of a CPC for the following activities:

**Sale of Alcohol****Monday to Friday 1800hrs – 2230hrs****Saturday and Sunday 1400hrs – 2230hrs**

We can confirm that we are submitting a formal representation against your application on the grounds of:-

1. prevention of crime & disorder
2. prevention of public nuisance, and
3. protection of children from harm.

However, West Yorkshire Police are also of the opinion that the said objectives could be met should you be prepared to incorporate certain identified measures within your operating schedule as conditions, in **addition** to what you may have offered in your application.

Please find enclosed a document which at **Part 1** contains the suggested measures which this authority considers are proportionate and appropriate to the nature of your application.

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## NOT PROTECTIVELY MARKED

Should you be in agreement with the suggested measures then please signify this by completing and signing **Part 2** of the enclosed form and return the complete document to this office as soon as possible.

Upon receipt of your consent at **Part 2**, it will be taken that you signify your wishes for the licensing authority to amend your operating schedule to incorporate the proposed measures as conditions.

Alternatively should you disagree with the proposed measures, then please complete **Part 3** and again return the complete document to this office as soon as possible.

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### **PART 1 - to be completed by the Responsible Authority:**

**West Yorkshire Police** propose the following control measures / conditions under the Licensing Act 2003 (in **addition** to those that you may have already offered), for the premises:-

**GARFORTH PARISH CHURCH CRICKET CLUB,  
GREEN LANE,  
GARFORTH  
LEEDS LS25 2AF**

Having considered the application under the Licensing Act 2003 for the above premises, West Yorkshire Police considers that the following measures are relevant, proportionate and necessary in order to promote the following licensing objectives:-

- prevention of crime & disorder
- prevention of public nuisance
- protection of children from harm

In considering all applications, the Police do not only take account of crime and disorder at or inside premises but also in the immediate area that the venue is or is to be located. It is the opinion of West Yorkshire Police that the current situation may be adversely affected, unless matters arising from the premises are not addressed.

It is the opinion of West Yorkshire Police, that your application contains insufficient information on how you will achieve the licensing objectives. In particular, we cannot be satisfied at this stage that, if granted the premises would not adversely affect crime and disorder and/or public nuisance in the locality.

Control measures have been offered on part P of the application, but no Leeds City Council Risk Assessment Proforma has been completed and attached to the application. These premises are to be situated in a busy suburb of Leeds, which is not without its problems and is currently subject of a Designated Public Place Order (DPPO). Whilst none of the crimes can be directly attributed to these premises, the locality of the premises has also been taken into account for making this representation.

I have set out a number of conditions for your consideration. Please consider the conditions and their wording for inclusion in the operating schedule of any future licence.

### **Conditions / Crime Prevention Measures to read:-**

**An Incident Report Register will be maintained on the premises to record incidents such as anti social behaviour, admissions refusals and ejections from the premises.**

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## NOT PROTECTIVELY MARKED

The Incident Report Register will be produced for inspection immediately on the request of an authorised officer

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The Club will adopt a proof of age scheme, requesting ID from any person appearing to be under the age of 21 who attempts to purchase alcohol at the premises.

### Alcohol Designated Public Places Orders

Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be prominently displayed at the exits to the premises.

Whilst I am not asking that CCTV be installed at this time, this must be a consideration for the future. Had this been an application for a premises licence for a pub rather than a club premises certificate as a club, my views would have been very different. The area is not without its problems and has been a DPPO for several years for a reason. Whilst I cannot request that CCTV be imposed on any future CPC, I would ask you to consider the following conditions and look towards the installation of a system in the months ahead.

**A suitable CCTV system will be maintained and be operational on the premises at all times when licensed activities are being carried out**

**CCTV security footage will be made secure and retained for a minimum period of 31 days time to the satisfaction of WYP.**

West Yorkshire Police are satisfied that the proposed measures are not adequately dealt with by other legislation.

By signing the declaration enclosed overleaf at **Part 2**, the applicant agrees to incorporate the proposed measures as conditions within the Operating Schedule for the said premises.

Upon the satisfactory completion of the declaration, West Yorkshire Police will provide notice to the Licensing Authority that our representation is withdrawn in accordance with schedule 10(a) of the Licensing Act 2003 (Hearings) Regulations 2005.

*Lynn Dobson  
PC 5783  
Leeds District Licensing*

**ENTERTAINMENT LICENSING SECTION  
LEEDS CITY COUNCIL  
CIVIC HALL  
LEEDS  
LS1 1UR**

**WEST YORKSHIRE POLICE  
LEEDS DISTRICT LICENSING DEPT.  
MILLGARTH POLICE STATION  
MILLGARTH STREET  
LEEDS  
LS2 7HX**

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**NOT PROTECTIVELY MARKED**

**PART 2 – to be completed by the applicant or applicant’s representative:**

Consent for all proposed control measures / conditions under the Licensing Act 2003.

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Name & Address of Premises:

**GARFORTH PARISH CHURCH CRICKET CLUB,  
GREEN LANE,  
GARFORTH  
LEEDS LS25 2AF**

I / We .....

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

In signing this document:-

- I / we agree with the measures proposed by West Yorkshire Police,
- I / we provide our consent for the Licensing Authority to incorporate the said measures into the operating schedule for the stated premises as conditions, and furthermore,
- I / we confirm the premises will then operate in accordance with those conditions agreed to.

**Signed:**

**Dated:**

NOT PROTECTIVELY MARKED

PART 3 – to be completed by the applicant or applicant's representative:

Proposed control measures / conditions under the Licensing Act 2003

Name & Address of Premises:

GARFORTH PARISH CHURCH CRICKET CLUB,  
GREEN LANE,  
GARFORTH  
LEEDS LS25 2AF

~~I~~ / We GARFORTH PARISH CHURCH CRICKET CLUB

Confirm that ~~we~~ / we are the applicant / ~~the applicants' representative~~ (delete as appropriate) for the premises as stated above.

~~I~~ / We formally advise that we are not prepared to accept the proposed measures as suggested by the West Yorkshire Police.

In this instance we understand that West Yorkshire Police will maintain their representation to ~~us~~ / our application, which will now proceed to a hearing before the Licensing Sub-Committee, at which ~~we~~ we will be required to attend.

Signed: J. Wilson

Dated: 4<sup>th</sup> March 2010.

NOT PROTECTIVELY MARKED



White, Emma

**From:** lynn.dobson@westyorkshire.pnn.police.uk  
**Sent:** 05 March 2010 15:56  
**To:** Entertainment Licensing  
**Cc:** White, Emma; bob.patterson@westyorkshire.pnn.police.uk; christopher.jones1@westyorkshire.pnn.police.uk; stephen.goodwill@westyorkshire.pnn.police.uk  
**Subject:** Garforth Parish Church Cricket Club -Part 3 : NOT PROTECTIVELY MARKED  
**Attachments:** Garforth Parish Church Cricket Club - Signed Part 3.pdf



Garforth Parish  
Church Cricket...

Please find attached a my letter of representation in relation to the above named premises. This has been signed and returned at Section 3, the applicant does not accept the conditions proposed in the letter.

(See attached file: Garforth Parish Church Cricket Club - Signed Part 3.pdf)

Emma,

I spoke to Mr Wilson, just to double check that he had read the letter correctly. I had tried to make it clear in the letter that I wasn't asking for the installation of CCTV or some of the other measures we would normally ask for, but I wanted to make it clear that the Garforth area is not a DPPO for nothing and it does have its fair share of trouble causers.

I did not have the grounds to insist on CCTV but at the very least I would want the staff to ask for proof of age and adopt a policy in respect of preventing underage sales. I also wanted there to be some sort of system in place, should there be any trouble, then the incident would be recorded and it would be clear when officers arrived who they needed to speak to, should the person 'on duty' at the time of an offence be unavailable then something could still be done.

Mr Wilson stated that he had read the letter correctly although he thought we may go back at a later stage and insist on CCTV. I told him that we could not do this other than through the review process or at the point of variation is the grounds to do so were correct. He went onto say that the premises have been selling beer and alcohol and that there hadn't been a problem. I asked him to clarify that he had been selling alcohol already without a licence, he said that was correct. He wished he hadn't told me and said that they had been 'testing the water' to see if it was worth spending the money on the application and it was a realistic prospect that the cost of the application would be recovered by future sales. He said that other people do this and as for the conditions I have asked for then I'm probably thinking too widely for the type of application and premises this hopes to be.

I have stood on and do not think that asking for ID is a draconian measure and having a diary of events is on onerous task. I have used the analogy of a visiting team coming with people who aren't known to the club and proxy purchasing takes place or a seventeen year old buys a beer unchallenged. Mr Wilson doesn't see that it is a problem and they won't be asking for ID 'because they know everyone and their ages'.

I am not prepared to budge on this point and would like this e-mail including in the bundle please for the hearing.

Lynn Dobson  
 PC 5783  
 Leeds District Licensing  
 0113 2414111

LOCAL POLICE UPDATES: Use your postcode to read local news from your Neighbourhood Policing Team, and sign up for free email updates, on

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