



LICENSING COMMITTEE

MEETING TO BE HELD IN CIVIC HALL, LEEDS ON
TUESDAY, 26TH JULY, 2011 AT 10.00 AM

MEMBERSHIP

Councillors

S Armitage - Cross Gates and Whinmoor;
K Bruce - Rothwell;
R Downes - Otley and Yeadon;
J Dunn - Ardsley and Robin Hood;
R D Feldman - Alwoodley;
B Gettings - Morley North;
T Hanley - Bramley and Stanningley;
G Hussain - Roundhay;
G Hyde - Killingbeck and Seacroft;
A Khan - Burmantofts and Richmond Hill;
P Latty - Guiseley and Rawdon;
B Selby - Killingbeck and Seacroft;
C Townsley - Horsforth;
D Wilson - Rothwell;
G Wilkinson - Wetherby;

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

Helen Gray
247 4355

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>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)</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which 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>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of those parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p>DECLARATIONS OF INTEREST</p> <p>To declare any personal/prejudicial interests 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>	
5			<p>APOLOGIES FOR ABSENCE</p>	
6			<p>MINUTES</p> <p>To approve the minutes of the last meeting held on 28th June 2011 as a correct record</p> <p>(copy attached)</p>	1 - 4
7	All Wards;		<p>INTRODUCTION OF FORMAL CONSTITUTION FOR HACKNEY CARRIAGE TRADE FORUM MEETINGS</p> <p>To consider the report of the Head of Licensing and Registration on proposals to introduce a formal constitution for Hackney Carriage Trade Forum meetings and to approve an amendment to the existing terms of reference for Licensing sub committees to include a provision to hear any appeals as a result of decisions made after evaluations of applications to sit on the new Forum</p> <p>(report attached)</p>	5 - 12

Item No	Ward/Equal Opportunities	Item Not Open		Page No
8	All Wards;		<p>SEX ESTABLISHMENT STATEMENT OF LICENSING POLICY - CONSULTATION REPORT AND POLICY</p> <p>To consider the report of the Head of Licensing and Registration on the development of the Statement of Licensing Policy for Sex Establishments. The report sets out the results of a public consultation and includes the final version of the Policy for endorsement by the Committee.</p> <p>(report attached)</p>	13 - 116
9			<p>WORK PROGRAMME</p> <p>To note the contents of the Licensing Work Programme for the 2011/12 Municipal Year</p> <p>(copy attached)</p>	117 - 120
10			<p>DATE OF NEXT MEETING</p> <p>To note the date of the next meeting as Tuesday 16th August 2011 at 10.00 am</p>	

Agenda Item 6

Licensing Committee

Tuesday, 28th June, 2011

PRESENT: Councillor in the Chair

Councillors S Armitage, R Downes, J Dunn,
R D Feldman, B Gettings, T Hanley,
G Hyde, A Khan, B Selby, C Townsley,
D Wilson and G Wilkinson

1 Chairs Opening Remarks

The Chair welcomed all present to this, the first meeting of the Licensing Committee for the 2011/12 Municipal Year, particularly new Members of the Committee

2 Declarations of Interest

The following Members declared personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct:

Large Casino Application Pack – Councillor B Selby stated that as Chair of City Centre Plans Panel and member of the Licensing Committee he had taken advice on whether it was appropriate for him to be present during deliberations on the Large Casino as it was very likely that the planning application would be considered by a future City Centre Plans Panel. He reported that at this stage of the process, it was not necessary for him to declare an interest however he wished to make it clear that any decision he made regarding the Casino at this Committee would be based purely on licensing grounds. Similarly any decision he was party to at City Centre Plans Panel would be made on planning grounds (minute 9 refers)

3 Apologies for Absence

Apologies for absence were received from Councillors Bruce, P Latty, G Hussain and Townsley

4 Minutes

RESOLVED - To approve the minutes of the previous meetings held on 15th March and 28th March 2011 respectively as correct record

5 Licensing Committee - Annual Governance Arrangements

The Committee considered the report of the City Solicitor seeking to establish the governance arrangements for the Licensing Committee for the 2011/12 Municipal Year. The report included the Terms of Reference and the relevant Officer Delegation Schemes and sought to establish the membership of the Licensing Sub Committees.

RESOLVED –

- a) To note the Terms of Reference for the Licensing Committee contained within Appendix 1
- b) That five Sub Committee of three Members each be established in accordance with paragraph 3.6 of the submitted report

- c) To approve the membership of the Sub Committees as:
 - Sub Committee A Councillors Armitage, Bruce and Downes
 - Sub Committee B Councillors Dunn, Feldman and G Hussain
 - Sub Committee C Councillors Hanley Gettings and G Hyde
 - Sub Committee D Councillors Townsley, P Latty and Selby
 - Sub Committee E Councillors A Khan, Wilkinson and Wilson
- d) To approve the delegation of licensing functions to the Director of Resources as set out in Appendix 4 of the submitted report
- e) To approve the delegation of the function of making an Alcohol Disorder Zone to the Director of Environment & Neighbourhoods as set out in Appendix 5 of the submitted report

6 Licensing Procedure Rules and Code of Practice for Determining Licensing Matters

The City Solicitor submitted a report setting out the proposed Procedure Rules to govern the work of the Licensing Committee. A Code of Practice for determining licensing matters was also included.

The Legal Adviser highlighted the proposal to amend the procedures followed at hearings in response to feedback received from attendees at hearings. The change would allow an applicant to set out the application and their intended business case first, interested parties would then follow with their comments and the applicant would then be allowed to address the comments made.

Members were generally supportive of this amendment and went onto discuss:

- the need for the Chair to maintain control of the hearing to prevent cross examination, repetition and ensure the new facility for the applicant to reply is not abused
- the benefits to the interested parties in hearing the applicant outline their proposals at the start of the hearing
- the need to ensure timings for submissions were equal amongst the parties as required by the regulations

The Committee heard a recent example where one Sub Committee had varied the usual procedure to allow an applicant to speak first. This decision had been taken due to the lack of clarity in the application and the presence of public at the hearing. Members noted a concern that under the existing and proposed Procedure Rules, interested parties would not be allowed to respond to an applicant's submission, but it was generally agreed that the Chair would have discretion to allow this.

(Councillor Downes left the meeting at this point)

Members also supported a suggestion to review the success of the new order of submissions and report back to Committee in three months.

(Councillor Wilkinson joined the meeting at this point)

RESOLVED –

- a) That the Licensing Procedure Rules as set out in Appendix A of the report be approved and the contents of the associated information sheet (submitted as Appendix 2) be noted
- b) That the proposed change to the order of speeches as contained within the processes adopted at Licensing Sub Committees (attached as Appendix 3 of the report) be approved
- c) To note and have regard to the contents of the Code of Practice for the determination of licensing matters as attached at Appendix 4 of the report

7 "The Vine" Public House - Licensing Act 2003 Magistrates Court Appeal

The Committee considered the report of the City Solicitor on the outcome of an appeal to the Magistrates Court against the decision of a Licensing Sub Committee at a Review hearing in respect of The Vine public house. The report indicated that the appeal had been withdrawn by the appellant following acceptance of most of the conditions imposed on review and highlighted the following key issues

- importance for Members of identifying why a premises is underperforming when considering a review application
- need to impose conditions which are focused, necessary and proportionate
- need to give reasons for imposing conditions on a licence

The Committee welcomed the result of the appeal and the Chair thanked officers for their work on this case

RESOLVED – To note the contents of the report

8 "The Streets of Leeds" - Licensing Act 2003 Magistrates Court Appeal

The Committee considered the report of the City Solicitor on the outcome of an appeal to the Magistrates Court against a decision of a Licensing Sub Committee at a Review hearing in respect of The Streets of Leeds public house. The licence had been revoked on review and the decision of the Sub Committee was upheld by the Court. The report set out the circumstances of the review and the Magistrates decision.

Members noted that costs had been awarded to the Council in this instance however recovering those costs could be a difficult process

RESOLVED – To note the contents of the report

9 Large Casino Application Pack and Consultation

The Head of Licensing and Registration submitted a report on the draft application pack in respect of Leeds' Large Casino Premises Licence prior to a 4 week consultation with the casino industry. The report set out the work undertaken so far, consultation methodology and a timescale for the project. Relevant documents relating to Stage 1 and Stage 2 of the process were appended to the report, including guidance and application forms. The Terms of Reference for the proposed Advisory Panel to be established to assist the Committee were also included.

The Principal Project Officer presented the report and highlighted the following key points:

- Stage 1 – receipt and evaluation of applications, which will provide information on which sites are proposed and operators/developers are interested.

- that all interested operators will make applications at the same time and therefore all hearings will be held around the same time – June 2012 and will be in public at this stage.
- Each applicant has the right to make a representation on another application
- Planning permission is not required prior to making an application for the Large Casino premises licence
- Stage 2 evaluation requires the applicants to demonstrate benefits to the City and requires the Committee to consider procurement/planning issues as well as licensing matters in conjunction with the 3 principles previously agreed by Executive Board – financial; economic and social.
- The proposed establishment of an Advisory Panel of experts is proposed to assist the Committee, comprising of LCC officers and external specialists

(Councillor Downes re-joined the meeting at this point)

Members considered the following

- The differences between planning and licensing
- status of any public objections under the terms of the Gambling Act 2005 and the 3 licensing objectives that any representation must address.
- the proposed Advisory Panel and future reports that will be needed to procure and appoint the appropriate experts where in house expertise is not available.

(Councillor G Hyde withdrew from the meeting for a short while at this point)

The Principal Project Officer outlined the network established between the 16 Local Authorities which had been awarded the right to grant a Large Casino Licence. Best practice and experiences were shared in order to better inform the group. Leeds was in a good position to draw on others experience.

(Councillors Dunn and Hanley left the meeting at this point)

RESOLVED – The Committee considered the draft Application Pack and

- a) noted the contents of the report
- b) approved the draft Application Pack
- c) approved the consultation methodology
- d) instructed officers to commence a 4 week non-statutory consultation with the industry

10 Work Programme

RESOLVED – That the contents of the Licensing Work Programme be noted

11 Dates of Future Meetings

RESOLVED – To note the date and time of the next meeting as Tuesday 26th July 2010 at 10.00 am



Report of the Head of Licensing and Registration

To the Licensing Committee

Date: 26 July 2011

**Subject: INTRODUCTION OF FORMAL CONSTITUTION FOR HACKNEY CARRIAGE
TRADE FORUM MEETINGS**

Electoral Wards Affected:

All

Specific Implications For:

Ethnic minorities

Women

Disabled people

Executive Summary

A formal constitution has been prepared for the Hackney Carriage Trade Forum meetings. The constitution is in response to requests to join the forum by organisations representing hackney carriage drivers/proprietors. The constitution formalises the existing application process and allows officers the opportunity to ensure that drivers/proprietors are not being represented by more than one organisation.

The constitution has been discussed and shared with the members of the existing Hackney Carriage Trade Forum and no objections were received. The intention is to dissolve the existing Forum and invite fresh applications with supporting documents from all interested representative organisations. An assessment will be carried out by officers on the supporting documents, and a new Forum will be formed consisting of the successful applicants. Any future request to join the Forum will be required to submit an application with the same supporting documentation.

This is a local administrative decision, so no decision is required by members of the Licensing Committee regarding the content of the constitution. The report and constitution is on the agenda for the committee's information and any comments they would like officers to consider before introducing the new constitution and dissolving the existing Forum.

Members are required to approve an amendment to the existing terms of reference for Licensing sub-committees to include a provision to hear any appeals as a result of decisions made after evaluations of applications to sit on the new Forum under the constitution.

1.0 Purpose of This Report

- 1.1 To inform Members of the introduction of a constitution for membership of the Hackney Carriage Trade Forum meetings and to approve an amendment to the existing terms of reference for Licensing sub-committees to hear any appeals as a result of the application process to sit on the new Forum.

2.0 Background Information

- 2.1 The existing Forum has been in existence in various forms since the introduction of hackney carriage licensing in Leeds. It is an old and well-established forum for representatives and officers to discuss issues of concern and consult on policy and procedural changes.
- 2.2 Applications to sit on the Forum have been dealt with as they are received in the past, with each application being considered on its own merits and basic documentation being required, namely evidence of membership, annual general meeting minutes, and details of the organisations terms of reference/constitution.

3.0 Main Issues

- 3.1 There has long been a need to formalise these arrangements, for accountability and transparency. The council's legal services have drawn up the attached constitution, which builds upon the existing requirements to qualify to sit on the Forum, and formalises those arrangements into one clear document.
- 3.2 The need for the constitution was discussed and agreed at the existing Forum, and existing members had the opportunity to comment on the contents of the constitution before a draft version was agreed. This draft version was subject to further consultation with the trade. An email was sent to all hackney carriage and private hire representatives (who have informed us of their email contact details) and the draft constitution was also placed on the council's website. This consultation ran for four weeks from 6 June to 1 July 2011. Only one response was received to the consultation which is attached at appendix 1 to this report. In response officers have taken legal advice and the authority cannot disqualify any representative based on a lower number of members in their organisation. The authority can only ask for the qualifying documentation detailed in the constitution. If the numbers of qualifying representatives prove to be too excessive to manage in the new forum, then alternative methods of trade consultation would need to be considered.
- 3.3 It is intended to invite applications from all interested parties who wish to represent hackney carriage drivers/proprietors by 30 September 2011 in accordance with the constitution. All applications will be evaluated by the end of October 2011 and any appeals heard during November 2011. The intention is to dissolve the existing Hackney Carriage Forum on 31 December 2011 and establish the new Forum with effect from 1 January 2012.
- 3.4 Any appeals to decisions regarding applications to sit on the Forum will be heard by a Licensing sub-committee, and Members are requested to approve an amendment to the existing terms of reference for the sub-committee to be able to hear these appeals.

3.5 A copy of the constitution is attached at Appendix 2 to this report.

4.0 Implications for Council Policy and Governance

4.1 The provision of a Hackney Carriage Trade Forum is a fundamental requirement for ensuring good consultation and communication with the trade, and is essential in the formulation of new policy and procedure for hackney carriage and private hire licensing in Leeds.

5.0 Legal and Resource Implications

5.1 There is no legal requirement for the Forum to operate a constitution and has, indeed, operated successfully since its inception without one.

5.2 It is recommended that the constitution is introduced to ensure accountability and transparency in all business discussed at the Forum for the benefit of officers, trade representatives and the drivers/proprietors being represented. It also allows officer an opportunity to ensure that drivers/proprietors are not being represented by more than one organisation.

6.0 Conclusions

6.1 The introduction of the constitution for the hackney carriage trade forum is seen as a positive move towards firmly establishing the forum as a representative body for officer/trade relations.

7.0 Recommendations

7.1 That Members: -

- i. Note the content of the constitution for their information and provide any comments for consideration by officers;
- ii. Note that the current Hackney Carriage Trade Forum will be dissolved on 31 December 2011 and the new Forum established with effect from 1 January 2012; and
- iii. Approve an amendment to the existing terms of reference for Licensing sub-committees to be able to hear any appeals from decisions made after the evaluation of applications to sit on the Forum using the constitution.

APPENDIX 1 – Response to Consultation from JTC dated 27 June 2011

APPENDIX 2 – Constitution for Hackney Carriage Trade Forum meetings

BACKGROUND PAPERS

None

RESPONSE RECEIVED TO CONSULTATION

From: TONI [mailto:taxiaccounts@streamline-telecabs.co.uk]
Sent: 27 June 2011 14:25
To: Calvert, Alison
Subject: Constitution

Hi Alison

I am emailing with our response regarding the Constitution. We broadly agree, however we as the current JTC would pass the comment that should there be a further body representing the trade other than the JTC in the future, the one that has the majority of members of the same trade is duly allowed to represent the hackney Carriage trade in Leeds.

Regards

Mike Utting
For JTC

HACKNEY CARRIAGE TRADE FORUM

CONSTITUTION

This constitution is agreed on (*date*) between the Taxi and Private Hire Licensing Section of Leeds City Council and the following trade representatives:-

(Insert name of organisation)

Leeds City Council ('the council') recognises those trade and professional associations listed above as representing hackney carriage drivers and proprietors for the purposes of the Taxi and Private Hire Licensing Forums.

The Taxi and Private Hire Licensing Section ('TPHL') recognises it is beneficial for drivers and proprietors to join an appropriate trade or professional body. It believes that fully representative organisations lead to good trade relations and therefore encourages drivers and proprietors to join, although membership is not a condition of the grant of a licence.

General Principles

TPHL and the trade and professional bodies listed above believe that good trade relations are an important factor in achieving the council's objectives and a high quality passenger services. Cooperation and communication are important features of the relationship between the council and the trade.

The trade and professional bodies listed above recognise the Council's responsibility under the relevant legislation to licence and regulate taxi and private hire licensing activities.

TPHL recognises the trade and professional bodies' responsibility to represent the interests and views of their members and to work for improved conditions and standards within the trade.

TPHL and the trade and professional bodies recognise their common interests and concerns and are committed to working together to maintain good relations and to deal with unresolved issues at the earliest opportunity as speedily as possible. Both parties agree to pursue the above objectives by keeping each other fully informed of all relevant matters and consulting on matters of mutual interest with the opportunity to contribute to decisions before they are made.

The mechanisms to achieve the aims and principles of this agreement are:

- Regular forum meetings between the Taxi and Private Hire Licensing Service and the trade and professional associations.
- Individual representation of members.

Aims of the Forums

Without prejudice to the right of officers and Members to make decisions exercising delegated powers and the rights of trade and professional bodies to make representations on their own behalf or through their own organisation, the general objectives of the forum are:-

- (a) To provide a regular forum to bring officer and the trade together in joint consultation to discuss matters of mutual concern and maintain an efficient service.
- (b) To discuss items relating to such issues as licensing practices and processes, licensing policies, enforcement and any other relevant aspect of taxi and private hire licensing.
- (c) To discuss the operation of or implementation of previous decisions.

Membership

The membership of the forum shall be comprised of: -

- Officer Group;
- Trade Group (limited to a maximum of two representatives per recognised trade body or association); and
- Advisors - Either group will have the right to co-opt, in a consultative or advisory capacity only, representatives from other areas affected by an item under discussion who are not represented on the forum. Such advisors shall participate only for the period during which that specific item is under discussion. Such attendees shall be notified to the Management Support Officer at TPHL before the meeting commences.

Criteria for Recognition

A Trade or Professional Organisation may apply to the council for recognition under this document by submitting a letter to TPHL which includes: -

- A written constitution which includes details on: -
 - how a person may seek membership;
 - how officers are appointed or elected and at what frequency; and
 - how the organisation seeks view from its members and feeds information from the forum meetings and on current issues and consultations back to them

and

- A list of current Members

The council does not seek to prescribe any of these matters nor approve a model constitution but seeks to establish that the applicant is truly able to represent its members and feed back views and issues to and from them.

Any refusal to recognise will be given in writing accompanied by reasons for the refusal.

The applicant may then request a hearing before a licensing sub committee who will consider the applicant's case and the reasons for refusal and determine whether to recognise the applicant. Such decision shall be binding on the parties although a fresh application may be made if the reasons for refusal no longer apply.

Once recognised a trade body or association must submit its constitution and list of members to TPHL on an annual basis. The council reserves the right to remove recognition from any trade association or body which ceases to be representative. Any removal of recognition can be appealed in the same way as an initial refusal.

Meetings of the Forum

Meetings of the Taxi and Private forums will take place every two months (or as frequently as business demands) to an agreed schedule with minimum of four meetings per annum. Special meetings may be called as necessary to deal with issues as they arise.

Administrative facilities will be provided by TPHL who will be responsible for:

- Preparation of the agenda and papers for meetings.
- Recording the discussions by way of minutes.
- Publishing and circulating minutes and other agreed documentation.

The forum meetings will be chaired by the Section Head, Taxi and Private Hire Licensing or other appropriate senior officer.

Agenda items together with supporting papers should be notified to the Management Support Officer at least two weeks before the scheduled meeting. Only urgent items will be considered after this date.

Agenda papers will be sent out at least seven days in advance of meetings.

Minutes will be distributed within ten working days of the meeting taking place.

Quorum

The forum shall be quorate where there is at least one representative of the Taxi and Private Hire Licensing Service and one representative from the trade or professional associations present.

Avoidance and Resolution of Disputes

TPHL and the trade and professional bodies agree that every attempt will be made to resolve issues raised. However it is exclusively recognised that this constitution is without prejudice to the rights of officers and Members to make decisions using delegated powers, of officers to implement decisions already made and the representatives to act in the best interests of their members.

Review of the Operation of the Constitution

The operation of this constitution be kept under review by both sides. Consideration can be given to the need for any change in the light of experience.

This page is intentionally left blank



Report of the Head of Licensing and Registration

Licensing Committee

Date: 26th July 2011

Subject: Sex Establishment Statement of Licensing Policy
Consultation Report and Policy

Electoral Wards Affected:
--

Specific Implications For:
Ethnic minorities <input type="checkbox"/>
Women <input type="checkbox"/>
Disabled people <input type="checkbox"/>

Executive Summary

The Policing and Crime Act 2009 amends the Local Government (Miscellaneous Provisions) Act 1982 s2 and Sch 3 to introduce a new classification of sex establishment, namely sexual entertainment venues. Potentially, this brings to lap dancing, pole dancing and other “relevant entertainment” within a new licensing regime.

The Licensing Committee previously resolved to recommend adoption of the new powers to Council and set up a cross party working group to develop a policy and standard conditions. The council adopted the provisions at the January Council meeting with effect from 1st October 2011

This report presents to Licensing Committee the results of the public consultation and the final version of the policy, for endorsement and referral to Executive Board.

1.0 Purpose Of This Report

- 1.1 The purpose of this report is to update Members of the results of the public consultation, to request that Members endorse the Report of the Working Group (appendix 1) as the Council's response to the consultation and recommend the policy (appendix 2) and report be referred to the council Executive Board for approval.

2.0 Background Information

- 2.1 On 22nd June 2010 Licensing and Regulatory Panel (now Licensing Committee) resolved to recommend to Council to adopt the provisions of Sch 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Policing and Crime Act 2009.
- 2.2 The Panel also resolved to develop a policy and set of standard conditions relating to sexual establishments, in particular sexual entertainment venues, sex shops and sex cinemas.
- 2.3 The Panel formed a cross party working group to work with officers of Entertainment Licensing to develop the policy and conditions.
- 2.4 In January 2011 the Council made a resolution to adopt the provisions of Sch 3 of the Act, effective from 1st October. This timescale was agreed to provide enough time for the council to consult with existing operators, the public and interested parties on the new policy. However this timescale also means that the council must have a policy in place by the beginning of October.

3.0 Main Issues

- 3.1 Since June 2010, the working group has undertaken the following:
- Met monthly to develop the policy and conditions
 - Met with interested groups such as West Yorkshire Police
 - Met with existing sexual entertainment venue operators
 - Undertaken site visits to four sites to gain an understanding of the style of operation in Leeds
 - Pre-consulted with partner agencies on the draft policy
 - Pre-consulted with the sex shop operators
 - Reviewed the fees relating to sex establishments.
- 3.2 A public consultation on the draft policy ran from 4th April to 24th June 2011. This consultation included:
- A postal consultation to the trade, support groups, religious groups, ward members and local MPs.
 - A press release
 - Poster advertisement placed in libraries, one stop shops and leisure centres.
 - A webpage on the Leeds City Council website which provided the consultation documents and online questionnaire.

- 3.3 The public consultation received 23 responses. A list of the responses is included in Annex A to the Report of the Working Group.
- 3.4 The working group undertook the Equality, Diversity, Cohesion and Integration Screening Process (appendix 3).
- 3.5 Timetable
- | | |
|-------------------------|------------------------------------|
| 4 April to 24 June 2011 | Public consultation |
| 1 October 2011 | Licensing regime comes into effect |
- 3.6 Once the policy is in place and the licensing regime comes into effect on the 1st October, operators of lap dancing venues will be given the opportunity to apply for a sex establishment licence. These applications will be determined together in June 2012 and will come into effect on 1st October 2012.

4.0 Implications for Council Policy and Governance

- 4.1 The development of a policy under the Local Government (Miscellaneous Provisions) Act 1982 is an executive function. On referral from Licensing Committee, the policy has to be approved by Executive Board and is available for call in by the Resources and Council Services Scrutiny Board. It has been placed on the Forward Plan and has been placed on the agenda for the Executive Board on the 7th September. Should Scrutiny exercise the right to call in, it will need to return to Executive Board on the 12th October 2011.

5.0 Legal and Resource Implications

- 5.1 Legal advice will be required to advise the council on the proposed policy.
- 5.2 The transitional arrangements will apply pressure on the council with a high number of representations expected for each of the applications. The Licensing Committee will need to determine at least eight licence applications at the same time in June 2012.

6.0 Conclusions

- 6.1 The working group formed by the Licensing Committee has developed a policy and standard conditions, has sought advice from partners in relation to the contents of the policy and has taken the policy out to public consultation.
- 6.2 A report which provides a response to the comments received through the public consultation has been compiled and is attached for members information. The draft policy has been amended where necessary and the latest draft is attached.
- 6.3 The report and final draft policy require endorsement from Licensing Committee and referral to Executive Board for approval.

7.0 Recommendations

- 7.1 That Members are asked to endorse the report of the working group and the draft policy and refer these documents to Executive Board for approval.

Appendix 1 - Report of the Working Group

Appendix 2 - Sex Establishments Statement of Licensing Policy

Appendix 3 - Equality, Diversity, Cohesion and Integration Screening

Consultation Report

Report of the Working Group

Licensing of Sex Establishments: Statement of Licensing Policy

Local Government (Miscellaneous Provisions) Act 1982
as amended by the Policing and Crime Act 2009

Contents

Executive Summary	3
Background	4
Pre consultation themes	6
Public consultation themes	8
Changes to policy following consultation	11
Annex A - Consultation Responses	13
Annex B - Composition of the Working Group	30

Executive Summary

This report details the development of Leeds City Council's Licensing of Sex Establishments Statement of Licensing Policy and the findings of the public consultation.

In April 2010 The Policing and Crime Act 2009 amended the Local Government (Miscellaneous Provisions) Act 1982 s2 and Sch 3 to introduce a new classification of sex establishment, namely sexual entertainment venues. This brought lap dancing, pole dancing and other "relevant entertainment" into a new licensing regime.

The Home Office has released guidance on Sexual Entertainment Venues. In the Ministerial Foreword Alan Campbell, Parliamentary Under-Secretary of State for Crime Reduction explains:

"In September 2008 the Home Secretary announced the Government's intention to give local people greater say over the number and location of lap dancing clubs in their area. This followed a consultation with local authorities which highlighted concerns that existing legislation did not give communities sufficient powers to control where lap dancing clubs were established.

In order to address these concerns, section 27 of the Policing and Crime Act 2009 reclassifies lap dancing clubs as sexual entertainment venues and gives local authorities in England and Wales the power to regulate such venues as sex establishments under Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982.

These new measures, which took effect on 6th April 2010 in England will, if adopted by local authorities, give local people a greater say over where and how many lap dancing clubs open and operate in their neighbourhoods."

Background

In April 2010 The Policing and Crime Act 2009 amended the Local Government (Miscellaneous Provisions) Act 1982 s2 and Sch 3 to introduce a new classification of sex establishment, namely sexual entertainment venues. This brought lap dancing, pole dancing and other "relevant entertainment" into the sex establishment licensing regime. This regime has been in place since 1982 in Leeds, and currently licences sex shops and sex cinemas.

Adopting the Provisions

The Local Government (Miscellaneous Provisions) Act 1982 is adoptive legislation which means that the council will need to resolve to adopt Schedule 3 to the 1982 Act as amended by the 2009 Act so that it has effect in this area. The process involves the council passing a resolution, then advertising the decision in a local paper.

The legislation requires that should the council decide not to adopt the provisions by April 2011, they shall seek the views of local people about whether they should make such a resolution.

In January 2011 Leeds City Council resolved that Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Policing and Crime Act 2009 shall apply to the Leeds metropolitan district and that Schedule shall come into force in this area on 1st October 2011.

Policy and Standard Conditions

The council has decided to adopt a policy and standard conditions which will cover sexual entertainment venues, sex shops and sex cinemas. The Licensing Committee formed a working group which included members and officers of the council to develop a policy and standard conditions.

In order to ensure that a wide range of views were sought the council has undertaken the following steps:

1. Formed a working group of members of the Licensing Committee and officers from Entertainment Licensing who:
 - Attended seminars and workshops relating to the new legislation
 - Examined the policy and standard conditions adopted by other councils, particularly those in place for Westminster City Council, London Borough of Hackney and Harrogate Borough Council.
 - Heard from West Yorkshire Police, Leeds City Council's Taxi and Private Hire Licensing, Domestic Violence Unit, and Leeds University, Dept of Sociology.
2. Provided the draft policy to operators of sex establishments, including sexual entertainment venues currently operating in the area.
3. Provided the first draft of the policy to partner agencies for comment:
 - West Yorkshire Police
 - British Transport Police
 - Local Safeguarding Children Board
 - Leeds City Council - City Development
 - Leeds City Council - Environmental Health Services

- HM Revenue and Customs
- West Yorkshire Fire and Rescue Service
- Trading Standards
- Domestic Violence Team
- Taxi and Private Hire Licensing
- Leeds University

The working group also undertook a series of site visits to a representative sample of the sexual entertainment venues in Leeds city centre.

These steps produced a draft policy which was presented to the public. Although there is no specific requirement that the council consult with people affected by the policy it is the council's practice to do so. This is to ensure that people affected by the policy, and the wider general public, have a say in the principles stated in the policy.

The public consultation ran from 4th April to 24th June 2011. This consultation included:

- A postal consultation to the trade, support groups, religious groups, ward members and local MPs.
- A press release
- Poster advertisement placed in libraries, one stop shops and leisure centres for the public to access.
- A webpage on the Leeds City Council website which provided the consultation documents and online questionnaire.

Approval of the Policy

At the end of the consultation, the Working Group provided this report as a response to comments received during the consultation process. The necessary amendments to the policy were made and the policy taken through the following approval process:

26th July 2011 Report to Licensing Committee to present the final policy and the response to the consultation. The Licensing Committee will be asked to endorse the report as the Council's response to the consultation and refer both the report and the policy to Executive Board for final approval.

7th September 2011 Report to Executive Board for final approval.

Timetable for implementation

1st October 2011 First Appointed Day - Licensing regime comes into effect. The council will be able to receive applications from existing operators and new remises during this first six month period.

1st April 2012 Second Appointed Day - this is the final day that the first wave of applications can be received. Applications received between the first and second appointed days will be determined at the same time in June 2012.

1st October 2012 Third Appointed Day - the date on which all the new sex establishment licences authorising sexual entertainment granted in April 2012 come into effect.

Pre consultation themes

Following consultation with partner agencies, the working group, on behalf of the council, decided that specific attention would be given to the following areas:

- Advertising
- Dancers welfare
- External appearance of clubs
- Locality & limiting numbers

Advertising

Over the past few years the council has received a number of complaints relating to the way sex establishments are advertised. This included promotional material sited outside the premises, advertisements, the use of vehicles and promotional material.

The working group discussed the current conditions placed on sex shops in relation to advertisement, and used these as a basis. It was decided that all advertisements should be approved by the council. This way matters such as decency, location/positioning and offence can be dealt with on a case by case basis.

Dancers Welfare

After having heard from the Domestic Violence Team, West Yorkshire Police and Professor Sanders from Leeds University, the working group discussed the need to protect the welfare of people providing the entertainment at sexual entertainment venues. There was particular concern that staff do not report crime as they are not aware of how to do this safely and confidentially.

The working group discussed a number of measures that could be introduced to protect staff but felt that providing this information to new staff, in a pack, would be the most appropriate.

The working group discussed codes of conduct for both staff and customers. These are required and will be scrutinised as part of the application process.

Through the research being undertaken by Leeds University, the working group are aware of the practice of fining staff for misdemeanours. Although it is not appropriate for the council to involve itself in specific management arrangements, it was felt that a fine register would resolve a number of the issues described by the entertainers.

The working group investigated the use of private booths. The Leeds University research highlighted that the use of booths encouraged an expectation that the staff may provide additional services. The group heard from the existing operators and how their trade is dependant on booths. The group felt that it was important that should booths be provided that they are supervised adequately, both by CCTV but also by the physical presence of security staff.

External Appearance

In line with complaints received about advertising the council is aware that the external appearance of all sex establishments is a sensitive issue. There is a need for premises to be able to advertise themselves to the night time economy. However there is a strong need for the premises to be discreet during the day time economy. As such the council will approve the external appearance of all sex establishments.

Locality and numbers

Under the legislation there are a number of discretionary grounds for refusal. These are:

- a) that the applicant is unsuitable to hold the licence by reason of having been convicted of an offence or for any other reason;
- b) that if the licence were to be granted, renewed or transferred the business to which it relates would be managed by or carried on for the benefit of a person, other than the applicant, who would be refused the grant, renewal or transfer of such a licence if he made the application himself;
- c) that the number of sex establishments or of sex establishments of a particular kind, in the relevant locality at the time the application is made is equal to or exceeds the number which the authority consider is appropriate for that locality;
- d) that the grant or renewal of the licence would be inappropriate, having regard
 - i) to the character of the relevant locality; or
 - ii) to the use to which any premises in the vicinity are put; or
 - iii) to the layout, character or condition of the premises, vehicle, vessel or stall in respect of which the application is made.

This allows a local authority to determine the appropriate number and localities of sex establishments in their area.

Some authorities have consulted upon policies which lay down guidelines on where they prefer sex establishments to be located, and the number they feel is appropriate. In some cases that number is nil.

The working group discussed this issue and decided that for the area of Leeds, with the current number of existing premises and their generalised locations, that it would not be appropriate for the council to set the location and number of sex establishments in their area.

Instead each application will be considered on its own merits by the licensing sub-committee convened for that purpose. However there is specific mention in the policy of locations that are considered to be sensitive.

Public Consultation

At the end of this review period the working group proposed a draft Sex Establishment Statement of Licensing Policy which included the policy, standard conditions and a set of application forms for the public consultation.

Public consultation themes

The public consultation ran from 4th April to 24th June 2011. The council received 23 responses to the consultation. There were a number of repeating themes which echoed the concerns expressed by the working group during the formulation of the policy.

Gender Equality

Written response 005, 006, 007, 008, 009, 011

A number of the respondents felt the only way to ensure the council is carrying out its responsibility to address inequalities by eliminating discrimination is to not licence any sexual entertainment venues. They suggest that the suitable number of premises should be set at nil.

The working group considered this point in particular both at the start of the process and at the end of the public consultation. Businesses operating as sexual entertainment venues in Leeds have a right under the Human Rights Act to operate their business. In addition everything the council does should be fair and proportionate. A nil policy on the licensing of sexual entertainment venues would expose the council to legal challenge.

The working group proposed that it is more effective to consider equality and diversity during the setting or review of the policy and to provide a policy and standard conditions that mitigate inequalities. Sexual entertainment venues employ hundreds of women as dancers, bar staff and security. The working group proposed that raising standards and providing a fair working environment was very important and this is better enabled and enforced through licensing.

Connection between lap dancing and increase in rape/sexual assault

Written response 005, 006, 007, 008, 009, 011

People found the location of sex establishments in the city centre concerning. Respondents called lap dancing premises "frightening", "look bad" and "offensive".

Some written responses go into more detail suggesting that there is an increase in rape or assault in the areas where lap dancing clubs are situated and cite the 2003 research "Lilith Report on Lap Dancing and Striptease in the Borough of Camden".

The Lilith Report (available from http://www.childtrafficking.com/Docs/poppy_03_lap_dancing_0109.pdf) is much quoted by opponents to sexual entertainment venues. However in 2011 Dr Brooke Magnanti undertook a reanalysis of the rape statistics in Camden. The abstract to her report states:

"A 2003 report on the impact of lap-dancing clubs on sexual assault in Camden, London had significant influence on the perception of the contribution of adult entertainment to crime statistics. In spite of mathematical correction to the statistics in the report, its original conclusions are still widely reported in both academic and mass media. This paper presents a broader analysis of the impact of lap-dancing clubs by calculating accurate rate of incidence, analysing statistics from a longer time period, and comparing the results with crime rates in neighbouring boroughs of London. The rate of rape in Camden is lower than that in comparable boroughs, including one with no such clubs. The overall trend for London boroughs, while higher than the national average, shows a decrease where national statistics are on the increase."

The full report is available from <http://www.scribd.com/doc/47185652/Green-Paper-Camden-Lilith-rape-stats>

The adoption of the sexual entertainment legislation and the licensing of relevant establishments does not promote or endorse the activity of sexual entertainment. The council welcomes the ability to extend the controls placed on sex shops to sexual entertainment venues and recognises that this policy and standard conditions will improve standards, raise awareness and promote a safe working environment for people who choose this profession.

Free availability of sex establishments

Web response 6041942, 6044142, 6040370

There is a fine line to be drawn between ensuring premises are discreet so they are inoffensive to the day time environment, and so discreet that a member of the public may enter one without being aware of the facilities offered. The proposed policy seeks to ensure that this does not happen by making it very clear on entry that the premises provides sexual entertainment (condition 19).

It is lawful to operate a sex establishment and the policy seeks to improve standards. However each application will be judged on its own merits and if there is concern that there are too many premises in an area, or that the premises is not operating in a manner which is acceptable there is enforcement action which can be taken. Each licence is subject to renewal every 12 months and issues can be taken into consideration during the renewal process.

Advertising/External Appearance

Written response 005, 007, 008, 011

Essential to any business is the ability to market its offering. The working group recognised that the advertisement of sex establishments remains a sensitive matter, with balance needing to be struck between the business needs of establishments and the need to protect the image of the city and the desire of the general public not to have sex blatantly displayed.

Therefore it is the working group's proposal that the council requires the external appearance of premises and all new advertisements to be expressly approved by the Licensing Committee.

Enforcement, Private Booths/VIP rooms. Dancers Welfare

Written response 005, 006, 007, 009, 011

A number of respondents were concerned that although the conditions appeared robust, they would be unenforceable. The council's Entertainment Licensing team employs 6 enforcement officers who ensure compliance with a number of licences, including those issued under the Licensing Act 2003 (alcohol and entertainment) and the Gambling Act 2005 (gaming and betting). The enforcement team currently ensure compliance with the city's 5 sex shops and have worked with sexual entertainment venues to ensure compliance with their current licences.

In addition the working group felt that it was important that the effectiveness of the licensing regime be evaluated periodically and propose to review the policy, standard conditions and application process (including the forms) 18 months after the regime comes into force. This will allow all venues to operate for 12 months under the new conditions and for the initial "new business" inspections to have taken place. The business owners will have gone through two licensing processes; new and renewal. We believe this timescale allows enough time for a thorough testing of the system, but is soon enough to effect any change needed.

The introduction of a Dancer's Welfare Pack has been widely welcomed as has the introduction of a fine register. The use of both will be monitored by Entertainment Licensing enforcement officers.

Use of Vehicles

Written response 001, 007, 009

Web response 6044142

Written response 001 (and mentioned in web response 6044142) describes in detail the "kerb crawling" practices of some vehicles used to convey customers to lap dancing clubs. Through this consultation process it has become apparent that some of the sexual entertainment venues have been utilising vehicles to encourage members of the public to use their establishments by providing transport to the venues. This has led to an investigation into the use of vehicles, which is to be undertaken by the council's Taxi and Private Hire Licensing section.

Safe transport home for staff

Written response 007

Leeds Object suggested that provision be made for women to return home safely. It is the council's understanding that the establishments do provide a taxi or other transport home to ensure the safety of women staff. The working group considered this point carefully post consultation, and welcome this suggestion. The working group felt that the specifics of such an arrangement would be tailored to each premises and as applicants are required to produce their staff welfare policy during the application process, propose that this provision, or something similar, should form part of that policy.

Siting of taxi ranks

Written response 007, 009

The siting of taxi ranks is outside of the scope of this policy. However the location of taxi ranks and other public amenities will be taken into consideration when the council determines the sex establishment licence applications.

Licence waiver

Web response 6040376

The ability to waive the requirement of licensing is embedded in primary legislation. It is beyond the control of the council and the proposed policy to remove that right.

Consultation/Licensing Process

Written responses 002, 004, 007, 009

Both Alwoodley Parish Council and Pool in Wharfedale Parish Council requested that they be included in any consultation taken by the council into new applications. Leeds Object also requested that renewals take place a specific times of the year in order to assist objectors. Both new and renewal applications for Sex Establishments have to be advertised in the paper and by site notice. In addition the council provides Public Access where members of the public can set up searches. This will notify them automatically of any new applications.

Changes to Policy Following Consultation

Following the public consultation the working group proposes the following changes to the draft policy.

Paragraph 8.9

Was: If the application is successful the applicant will pay a maintenance fee for enforcement and compliance checks.

Proposed change: To remove this sentence

Reason: In Written Response 010 the respondent highlighted that charging a maintenance fee of £500 was contrary to article 12.2 of the European Services Directive. On reflection the working group proposes to remove this maintenance fee requirement.

Paragraph 8.34

Was: The type of decision that can be appealed are refusals of grants, renewals, transfers or variations, the imposition of conditions and revocations. However appeals can only be made against the mandatory grounds for refusal which relates to the suitability of the applicant, manager and/or beneficiary of the operation as described at 8.30. Applicants are not able to appeal against the discretionary grounds for refusal as described at 8.31.

Proposed change: Change the entire section and renumber the following paragraphs as follows - Only the applicant has the right to appeal the council's decision to the Magistrate's Court and only on limited grounds. There is no right of appeal for objectors or statutory authorities. Applicants and interested parties are referred to the Local Government (Miscellaneous Provisions) Act 1982, para 27 for further details.

Reason: The appeal process is complicated and it is proposed that this information is provided in guidance, rather than in the policy as it would be a duplication of the legislation and not a policy matter.

Paragraph 8.46

Was: The council would only waive the need for a licence where the activity is low risk and/or temporary. However a waiver will not be considered in cases where a licence is reasonable and appropriate or where there is public interest.

Proposed change: Normally the council would only waive the need for a licence where the activity is low risk and/or temporary. However a waiver will not normally be considered in cases where a licence is reasonable and appropriate or where there is public interest.

Reason: Written response 010 implied that the original paragraph fetters the council's discretion.

Condition 18

Was: The taking of photographs and visual film footage (other than CCTV) is not to be permitted on the premises during operating hours.

Proposed change: Condition deleted

Reason: Written response 010 highlighted that this condition would be “virtually impossible to control, especially with the advent of cameras on mobile phones.” The working group agreed that it would be very difficult to enforce this condition and were satisfied that existing decency laws would adequately control the publication of photographs on the internet.

Condition 22

Was: The frontage of the licensed premises will be of such a nature that the inside of the licensed premises are not visible and the contents of the licensed premises should not be visible when the doors of the licensed premises is open.

Proposed change: Access to the licensed area of the premises should be through a lobby area which is constructed in such a way that the inside of the licensed premises where relevant entertainment takes place is not visible to passing members of the public when the doors of the premises are opened.

Reason: Written response 10 commented that “the inside of licensed premises will always be visible when the door is opened. We assume that this condition should restrict members of the public from being able to see the form of entertainment authorised by the licence and should say that.” The working group agrees that this was the purpose of the condition and that a lobby area would be sufficient to restrict the view of members of the public passing the premises.

Condition 23

Was: There will be no illuminated signs and no signs placed outside the premises between 6am and 10pm.

Proposed change: Signage will only be illuminated between 10pm and 6am, and movable signs placed outside the premises will be removed between 6am and 10pm.

Reason: Written response 10 states “The licence allows these premises to operate from 12 noon through until 6.00am. We would respectfully suggest that it is unreasonable not to allow approved illuminated signage during the time when entertainment is authorised. This is a planning issue.” The working group considered this point but felt strongly that the sexual entertainment venues should remain discreet during the day and evening economy. Families and shoppers should be able to use the city centre without the blatant advertising of sexual entertainment venues.

Condition 47

Was: All booths/areas for VIPs used for private dances must be supervised by either a SIA registered door supervisor, or a member of staff who has direct contact with SIA registered door supervisors working on the premises at all times the booths/areas are in use.

Proposed change: All booths/areas for VIPs used for private dances must be directly supervised by either a SIA registered door supervisor, or a member of staff who has direct contact with SIA registered door supervisors working on the premises at all times the booths/areas are in use. Direct supervision does not include remote supervision by CCTV.

Reason: Written responses 005, 006, 007 and 011 were concerned that the conditions would be unenforceable, especially in relation to the supervision of private booths. The working group considered this response and decided that direct supervision by a

member of staff was the best way of ensuring that the premises were compliant with the conditions 12 to 17.

Condition 48

Was: Entertainers not performing must not be present in the licensed area in a state of nudity.

Proposed change: Entertainers will only be present in the licensed area in a state of nudity when they are performing on stage or providing a private dance.

Reason: Written response 010 states "The "licensed area" is not defined, neither is performing. Both these areas require clarification. The working group agreed that this condition needed clarification. The licensed area will be defined on the plan provided with the licence application.

Condition 55

Was: The council may at any time waive, modify or vary these conditions or impose additional condition in any particular case as it thinks fit.

Proposed change: The council may, at the time of grant or renewal of the licence, waive, modify or vary these conditions or impose additional conditions as appropriate.

Reason: Written response 010 states "In view of the number of premises that are caught by this legislation we do not think it unreasonable that the specific variations should be brought to the attention of licensees. The working group agrees and it was not the intention of the council to change the standard conditions without informing the licensees it affects. The purpose of this condition was to provide the Licensing Committee with the ability to modify, vary or remove the standard conditions if it is appropriate for the particular application in front of them. The change to the condition should provide clarity on that matter.

Minor amendments

The working group proposed a number of minor amendments to the application forms in line with comments made in written response 010. However it should be noted that the application forms are annexed to the policy and are subject to change. The latest forms and guidance will be available on the Leeds City Council website, or from Entertainment Licensing.

Annex A - Consultation Responses

The Council received 23 responses to the consultation.

Web response 6040370

I think its far too lenient and allows too many of these places into Leeds. When I first moved here in 1991 they were more appropriately placed outside of the city centre. Now I have to walk past these places or wait at the bus by them and late at night this is very frightening.

Web response 6040372

In relation to strip clubs etc I don't think it's a good thing for Leeds - it looks bad, is offensive to women and brings with it social problems. I am pleased that the law changed however and that sex venues now need a special licence rather than the same ones as cafes.

Web response 6040376

I think its brilliant, and timely, idea that lap-dancing and other such clubs should be licensed similar to sex shops. However I do not necessarily agree with the "you may apply to the local authority requesting them to waive the requirement of a licence" aspect. I believe this could lead to loop-holes in the licensing system. A licence should be mandatory, with no chance of it being waived.

Web response 6040388

I think it's a move forward and gets rid of a loophole that allowed sex establishments to set up very easily in towns and cities with little public consultation or redress. I welcome it as it will make our public spaces more inclusive and welcoming to women and girls.

Web response 6040664

Lap dancing clubs and so called "gentlemen's clubs" are offensive and seem to be sprouting up all over the city. If this policy can banish them, I am in favour.

Web response 6041922

I'm in favour of clear licensing and rules for the governance of these kinds of establishments so everyone knows where they stand.

Web response 6041942

I do not think that strip clubs should have the same licence as strip clubs. I have noticed that sex shops in Leeds City Centre are actually regarded as more back street than the sex establishments. This is not good in terms of teaching the next generation self respect and respect for women if these establishments are so open and freely available. Wildcats has a lunchtime buffet advertised in the window at the minute. I don't know about some people but I personally find this repulsive and unnecessary. If people want to use this type of business they know how to find them in other cities.

Web response 6042053

I think in an industry where the potential for exploitation is so high, and the industry management wield do much power by virtue of the vast incomes they are able to generate, fair regulation is only right and proper.

Web response 6043559

I think that it is right that lap dancing and pole dancing be licensed as sexual establishments.

Web response 6044063

To license a sex establishment is to promote the abuse of women. This is against The Equality Act and against Leeds City Council's own equality policies. Leeds City Council should set the total number of sex establishments in the District at zero.

Web response 6044142

I don't think the policy is strict enough. I think there should be far less of these establishments in prominent places in the city centre. Leeds City Centre is looking increasingly seedy on a night and there appears to be an increasing number strip clubs on major streets. I consider this to be bad for promoting tourism to Leeds and as a young person makes me feel uncomfortable. It sends out the message that this entertainment is now the norm. There are moral messages given out by the way in which these establishments are freely allowed to operate which seem to have been given little regard. I find the advertising of these clubs by leaflets, cars picking up clients on the street and often on the venue themselves distasteful. I find the cars driving around Leeds City Centre looking for people to 'pick up' to take to these clubs in bad taste. These often pass as frequently as taxis. I think this creates a really bad impression of Leeds to visitors. It also makes me feel uncomfortable as a young person in Leeds on a night. I think these sorts of clubs should be more closely regulated and if operating, should be on a far less obvious basis and far fewer in number. I am disappointed at the council for their approach to this matter.

Web response 6044151

I am a woman who has worked in Leeds for the last 25 years and lived in Leeds for the last 12 years. I have done extensive voluntary work to support women who experience violence from men they know and women and girls who have experienced sexual violence. I have also taught young women in Leeds for over 20 years. The licensing of sexual encounter establishments is completely incompatible with all of the relevant Acts, Strategies and policies. The appropriate number of sexual encounter establishments which Leeds City Council should license is zero. The Equality Act 2010 places a duty on LCC to 'eliminate discrimination, harassment' and to 'advance equality'. Sexual encounter establishments are predicated on women being presented as the objectified targets of men's desires. They promote an ideology which discriminates against women on account of their gender, which denies women equality and which actively encourages the harassment of women by men. Women are dehumanised and oppressed in this sector, and it is part of a continuum of patriarchal oppression of women which runs from casual everyday sexism to rape and murder. No location in the city of Leeds is suitable for a sexual encounter establishment. Women have the right to be in all parts of the city, and no woman or girl is safe or comfortable in the vicinity of a sexual encounter establishment. There is abundant anecdotal and research evidence of routine harassment of women by men in the streets around these establishments; of young women being approached in the street by employees of the establishments and enticed to work there; and of male customers of the establishments harassing women in the street verbally and physically. The Vision for Leeds 2011-2030 aims to make Leeds a 'fair, open and welcoming' city: licensing sexual encounter establishments undoes all of these aims and makes Leeds, and LCC, collude in violence against women. LCC's clear duty, legally and morally, is to do everything in its power to prevent sexual encounter establishments from operating in Leeds, and to use Council Taxpayers' money to pursue whatever legal remedies are necessary to prevent new applications being granted and existing ones renewed.

Written response 001 - by email

Personally I have nothing against these establishments as long as they are reasonably discreet. However both my partner and I have been frequently "cruised" by both a limousine and large four wheel type vehicles in the evening trying to get us to get into the vehicle and be taken to one of these premises. On at least most of these occasions the club name "Silks" was on the vehicle.

We both consider this both inappropriate and bordering on harassment in the way that they do this. The first time this happened was to my partner late at night and took him by surprise. He was quite frightened at the time not knowing why the vehicle had stopped by him and a rather intimidating looking guy beckoning him in. He felt the need to move quickly away in the opposite direction to which he was going. Since then we know that these vehicles are about and just try to ignore them.

However it is still embarrassing to be stopped by them. I have heard from a colleague who was visiting me in Leeds. He was out with other visiting colleagues at night and he was cruised by a Silks vehicle. It was particularly embarrassing for him as he is engaged and colleagues behind him asked him if he had flagged the vehicle down. This sort of misunderstanding, jokingly or not, can obviously catch up with people.

This can only give a bad image to Leeds which is a shame as it is a great city and a relatively safe one. I hope you can do something to curtail this practice.

Written response 002 - by email

Thank you for your letter dated 21 March concerning the licensing of sexual entertainment venues. Alwoodley Parish Council have asked me to respond with the recommendation that Parish and Town Councils should be included as consultees in the event of any applications for this type of licence being made in their area.

Written response 003 - by email

Leeds Safeguarding Children Board

I have reviewed the proposed licensing policy and note that there are clear expectations that children and young people (under the age of 18) will be prevented from being admitted or working in these establishments. Applicants are required to make clear how their age verification policy will work and what measures will be taken to protect children and young people from harm.

As such I have no amendments to suggest. The key issue will be how the operation of these policies will be monitored and enforced.

Written response 004 - by email

Pool in Wharfedale Parish Council

Pool Parish Council has considered the consultation document and welcome this consultation. The Parish Council wishes to record its response as follows:

Pool Parish Council supports fully the principle that local residents have a valid input into the process and would encourage full consultation. We have no specific comments on the detail of the policy.

Written response 005 - by letter

With regard to the new regulations that are going to be implemented, main concerns are:

Safety: The Council is still favouring the lap dance club owners and their punters over the safety of women in the city. Previous studies by other UK council have found there is an increased risk of rape or assault in areas that have lap dance clubs. The safety of women should be paramount. Women do like to socialise in the city at night but feel threatened and intimidated by large groups of drunken and sexually stimulated men leaving lap dance clubs. These clubs attract predatory men who have little respect for women. The Council should not be endorsing clubs which compromise women's safety.

Gender Equality Duty: The Council has a duty to promote gender equality. The promotion and endorsement of lap dancing clubs is incompatible with this. Women in lap dancing clubs strip and degrade themselves in return for money - how does this promote gender equality?

The spread of lap dancing clubs allows men to believe it is their entitlement to treat women like sexual commodities that can be bought or sold.

A visit to a lap dancing club is now considered to be a routine part of a corporate night out, which impacts negatively on female employees, many of whom do not want to "network" or entertain client in strip clubs.

Private Booths, cubicles and VIP rooms: It is impossible to enforce regulation in these areas. The minimum distance (was there ever a reference to this in the policy?) rule and no touching rule are always broken. It is naive and laughable to believe that CCTV and the removal of curtains will stop this.

The private rooms and booths are what differentiate lap dancing clubs from ordinary strip clubs and can facilitate prostitution. The punters receive very intimate "one on one" experience and "extras" are common, so of course the lap dance club owners do not want to see booths or cubicles banned as it draws in the paying customer. However, the Council should not be encouraging prostitution and do members of the Licensing Panel truly believe that lap dancing club owners will have CCTV in operation the whole time.

The Licensing Panel ought not to be pandering to the whims of lap dancing club owners who say they need to keep the booths as it is impossible to police the activities in the booths/cubicles and VIP rooms. They should all be banned and if a club will not comply then it should not be given a licence.

Leeds City Centre is no longer a family friendly or female friendly environment. It is now a major stag do destination - seedy, sleazy and grubby. The Council seems determined to put the wishes of lap dancing club owners and lap dancing patrons above the wishes of the silent majority.

Most people, when visiting a city centre, whether to work, shop, dine, visit theatres, the art gallery, library etc, do not want to have to walk past strip clubs.

The only other way to help maintain women's safety, promote gender equality and elevate Leeds above a dumbed down, porn culture is to adopt a zero tolerance policy towards lap dancing venues. Hackney Council have done just that! So should Leeds.

Written response 006 - by letter

The Council has a duty to promote gender equality

By allowing lap dancing clubs the council is clearly failing to promote gender equality which it is obliged to do. Such venues treat women as sex objects that can be paid for to sexually stimulate men by stripping and providing intimate lap dances in private booths. These clubs impact negatively on women in the wider society by reinforcing outdated, sexist stereotypes, reinforcing a lack of respect for women and making the streets around the lap dancing clubs less safe for women. How can the council claim to promote gender equality whilst at the same time allowing such misogynist places to open.

Safety

Areas around lap dancing clubs can be "no-go" areas for women late at night. The Lilith Report commissioned by a London council found the incidences of rape increased by 33% and sexual assault by 55% in areas that had lap dancing clubs. The council should close these clubs down as they are a threat to women's safety.

Behaviour inside SEVs - booths/cubicles/VIP rooms

The new licensing policy states that booths and cubicles and VIP areas are to remain, as the lap dance club owners want them to - yet how can the activities that take place in booths cubicles/VIP rooms be properly regulated? Who will monitor the CCTV and what will it cost? From anecdotal evidence, reading testimonials given by lap dancers and viewing a recent Channel 4 Dispatches programme it is well known that bodily contact is the norm in such places and "extras" are frequently expected and given.

Installing CCTV will not stop this as the club owners know it is what brings in the revenue. Most clubs will simply switch off the CCTV, turn a blind eye and it will be business as usual. The club cannot be properly policed. Women will continue to be pressured into selling their bodies in return for money. The council should not be endorsing this kind of activity and it is not harmless fun.

If Leeds City Council want the city centre to be full of strip clubs then at the very least they should ban all booths, cubicle and VIP rooms.

The Council has a duty to put the right of women, the safety of women and respect for respect before the sexist wishes of the lap dancing industry.

Women has a right to live, work and socialise in a city that is free from outdated sexist strip clubs. The council now has the power to set a nil limit of lap dancing clubs - this is being done by other English Council e.g. Hackney, Cambridge. Under the new licensing regime the council has the power to stop the pornification of the High Street.

Written response 007 - by email and web

Leeds Feminist Network and Object Leeds

Please find below a response to the consultation from the Leeds Feminist Network, which includes members of Object Leeds (a regional group of Object).

We will initially respond to the four main themes of Advertising, Dancers Welfare Pack, External Appearance of Clubs and Locality & Limiting numbers. We will then respond to other elements of the Statement of Licensing Policy.

When quoting your documents, we will use the following acronyms:
Licensing of Sex Establishments; Statement of Licensing Policy - LSE;SLP
Public Consultation Report - PCR

Advertising & External Appearance of Clubs

We have joined these two main themes as we found a great deal of crossover both in your documents and in our responses

In the LSE;SLP point 7.18 states that 'all advertising and the external appearance of the premises must be approved by council'. We agree with the guidelines offered in points 22 to 25 in the LSE;SLP Appendix 1:

22 – For the interior to not be visible even when the doors are open.

23 – We support that these venues should not display illuminated signs, nor any sign between 6am – 10pm.

24 – We support the guidelines set out for the images and words allowed on the flyers.

25 – We support the guideline that flyers within a 100 metre radius be removed by 6am.

We would ask to include the request that areas where the club employs leaflet distributors, for example Leeds Train Station, are also cleared of discarded flyers.

When the sign is erected between 10pm and 6am we would request that:

No images or words are used on the outside of the building which indicate that lap dancing, strip-tease or similar takes place on the premises.

This would include silhouettes of women in submissive or sexual poses or dressed up as animals.

We support the LSE;SLP Appendix 1 points 52-54 regarding the use of vehicles by the clubs:

52 - Vehicles will not be used to obtain custom by means of personal solicitation or touting in such a way that causes concern or offence to the public or the licensing authority.

53 - Any vehicle used to advertise the premises must comply with the advertising conditions. All forms of advertising on vehicles must be approved by the council prior to use.

54 - Vehicles used to transport customers to or from the premises may require a licence issued by Leeds City Council Taxi and Private Hire Licensing or the Department for Transport.

Dancers Welfare Pack

We welcome the fine register referred to under point 2 of the PCR, to ensure the licensing department is able to scrutinise whether the fines are appropriate and fair. We would be interested to know how these registers will be monitored and what course of action would be taken if it was felt that unfair fines were being made, or if it was discovered the registers were not a true representation of the actions being taken against staff.

We are surprised that the decision was made to continue to allow private booths by simply requesting that CCTV and security staff be present as we do not see this as a viable solution. We do not believe that Leeds City Council has the resources to effectively monitor the hours of CCTV footage from the expected 8 SEV lap dancing venues and we doubt it is economically viable for the venue to employ enough security staff to patrol every booth. We would strongly urge the licensing department to reconsider the inclusion of private booths considering, as stated in the PCR under point 2, that 'the use of booths encouraged an expectation that the staff may provide additional services'.

Under point 14 of the LSE;SLP Appendix 1 standard conditions it states that 'Customers will not touch the breasts or genital area of entertainers.' We believe that where the breaking of this rule results in illegal activity, such as sexual assault, the club has a duty of care to its employees to contact the police, we would suggest that a sign stating this policy be also clearly placed within the venue. We would also expect such customers to be permanently barred from all SEV lap dancing clubs in Leeds.

We believe to truly ensure that the dancers welfare is paramount, the clubs should share the cost of a third sector or local government worker to be employed to monitor the safety of the women in the clubs and to be available to develop a support an exit plan if a woman wishes to leave the employ of the sex industry. We would see this role in a similar way to a health inspector who ensures that those people who work in the sometimes dangerous environment of a kitchen are duly protected. This worker could also hold workshops to explain and support the contents of the Welfare Pack, which we support.

We found no mention of the provisions for the women to return home safely. Other employers of staff who work unsocial hours (for example fast food outlets) provide their staff with a free taxi home as public transport has often ceased when the staff have finished their shifts. Women at who work at SEV-lap dancing clubs are potentially at risk if they found themselves on the same public transport as someone who had been a customer earlier in their shift, as she would no longer have the protection of the security staff.

Our other concern for the women is when they find themselves in a cost cutting environment. When the market is flooded, those in competition with each other must offer incentives (we have seen many flyers offering 2for1 private dances), or cutting their price, which means less income for the women. We understand that all clubs work on the model of recruiting the women as self employed, providing little protection from the effects of these cost cutting exercises (as well as lack of benefits such as paid holiday, sick or maternity leave). We ask that you also consider this point when considering setting a limit of clubs, as well as the welfare of the women.

Locality & Limiting numbers

The LSE;SLP point 4.1 states how 'Leeds City Council has sought to establish Leeds as a major European city and cultural and social centre' and that in point 4.4 'Leeds has strong artistic traditions...including The Grand Theatre...Henry Moore Institute' It is unfortunate that opposite the Henry Moore Institute (as well as the Town Hall, the Art Gallery and Central Library) there are 2 high profile lap dancing clubs which mar this cultural quarter. Please take the time to read this post on the popular Culture Vulture Leeds Website <http://theculturevulture.co.uk/blog/uncategorized/lapdancing-clubs-demonstrate-a-vibrant-cultural-offer/> and just around the corner from the Grand Theatre is a licensed taxi rank on Merrion Street, however a number of women have stated how they would not use this, but order a cab to pick them up from the theatre because the taxi rank is right outside a lap dancing club, where they felt unsafe, ironic as women are encouraged to use licensed taxis rather than minicabs due to safety concerns.

If Leeds City Council decides to allow sex encounter establishments, rather than set the nil limit they are able to at this time (and has been done by Cambridge City Council and Hackney Borough Council <http://www.cambridge-news.co.uk/Home/Lap-dancing-clubs-not-welcome-in-Cambridge-06062011.htm>) we believe a report needs to be produced looking into the effect of possible club locations in light of the fact that women walking in the areas outside these clubs are at greater risk from sexual harassment, as found in 'The Lillith Report 2003' produced by Eaves which has been developed into the 'Inappropriate Behaviour' report from 2007 http://www.eaves4women.co.uk/Documents/Recent_Reports/Inappropriate_Behaviour_2007.pdf

We support the decision to refuse an application if it is found that it is;
Inappropriate having regard to:
Character of relevant locality
Use of premises in vicinity
Layout, character, condition or location of the premises

As stated in LSE;SLP point 8.31

General response to the Statement of Licensing Policy, Equality and VAW policies

Leeds City Council Equalities Policy states "As a public authority we have legal responsibilities to address inequalities by eliminating discrimination". Lap dancing clubs promote the sexual objectification of women, and unbalance equality by stating that women can be purchased.

Lap dancing clubs are part of the sex industry and as such are linked with wider systems of prostitution. They are part of a continuum of commercial sexual exploitation. Prostitution increases where such clubs flourish. In Leeds, Genesis are now finding women in street prostitution who were first exploited in lap dance clubs. Prostitution is violence against women.

As part of its Violence Against Women Strategy, Leeds City Council is subscribing to the White Ribbon Campaign. Chris Green, Director of the White Ribbon Campaign has made his opposition to them clear. He says they "feed an increase in the lack of respect for women".

The links between objectification of women, discrimination against women and violence against women are recognised by the United Nation Convention to Eliminate Discrimination Against Women. Lap dance clubs promote sexual objectification of women hence discrimination and hence violence against women.

We believe that to truly support Leeds' Equality and VAW policies a nil limit of clubs should be set.

Licensing Process

We support the LSE;SLP point 8.36 and 8.37 that SEV licenses will run for no longer than one year, as we believe this will encourage proprietors to follow the guidelines more closely to ensure renewal is possible and that all renewals are processed in the same way as a new application to ensure objections can be made.

We would request that the system to object to licenses for Sex Encounter Establishments is made to be as clear and transparent a process as possible. We would support the idea that deadlines for SEV license applications would take place, for example, 4 times a year, say on the 1st of the month in January, April, July and October. Then by, say, the 15th of the month, any applications involving SEV licenses are published onto an internet page on the Leeds City Council website, which can easily be visited, with links on how to object and the timeframe to do so.

Written Response 008 - by email

SARSVL Consultation on Leeds City Council Licensing of Sex Establishments Policy

"Every woman in our society feels the fear of rape - no woman is allowed to ignore it.....The threat of violence is a total intrusion into women's personal space and transforms a routine and/or potential pleasurable activity (for example, a walk or journey).....into a potentially upsetting, disturbing and often threatening experience."
Rape Crisis (England & Wales)

Support After Rape & Sexual Violence Leeds (SARSVL) does not believe that Leeds City Council (LCC) licensing sex establishments is compatible with the Equality Act 2010 and Violence Against Women Strategy, which LCC states that it has taken into account in developing this policy.

The Equality Act 2010 states that:

"A public authority must, in the exercise of its functions, have due regard to the need to...eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act."

Research has shown that wherever lap dance and strip clubs appear, women's quality of life deteriorates as a result, with increased reports of rape (Eden, 2003). These establishments licence the objectification of women so for LCC to licence such premises goes against the duty they have to implement equalities legislation. Licensing such clubs suggests LCC condones the sexual objectification of women for money going on inside them. This actively damages women and girls living and working around lap dancing clubs.

Such establishments contribute to the sexual objectification of women and raise concern about the welfare of women working in the clubs, the impact on the environment around the clubs; how women feel about walking around these areas and what happens to them when they do and to the general mainstreaming of the commercial sex industry.

While lap dancing and the illusion of sexual availability become mainstreamed, rape conviction rates are falling, street harassment and casual attacks are rising and 26% of people believe that an inappropriately dressed woman is 'asking for it' (Amnesty/ICM, 2005). The numbers of reported rapes around lap dancing clubs is three times the national average (Eden, 2003).

In 2003, Lilith published a small-scale report on lap dancing in Camden, Westminster and Islington. The report highlighted the extensive impact that lap dance and striptease clubs had upon women in the local area, in terms of immediate dangers such as a 50% increase in reported rape, but also in terms of less measurable effects, such as increased harassment and fear of violence. Harassment from men leaving the club or touts outside also increased significantly after the opening of a club. Venues offering adult entertainment involving nudity tend to increase perceptions of crime and potential risk, potentially seriously restricting the rights of women in the area to move about freely in safety.

At SARSVL, we deal with the reality of the effect of the sexual objectification of women and increased harassment and attack of them around these premises. Women in public areas become unwilling symbols of the illusion of sexual availability and are often the physical recipients of male harassment or rape. In the meantime young boys growing up in the area are taught that this is an acceptable way to treat women, and young women learn that this is the way they will be treated.

Advertising for these establishments, including signage and frontages of premises and leaflet distribution in the area, create an intimidating atmosphere and a real threat to the safety of women. No advertising should be allowed for such premises and explicit images displaying what goes on within the clubs should not be allowed. Advertising should not be allowed in public spaces.

If licensing is to take place, the welfare of women working within the clubs should be paramount. Licenses should require strict enforcement of protection of women from physical contact with customers. Private dance areas should be visible from the rest of the club and monitored by CCTV. Staff should know how they can complain about behaviour that is unacceptable and be given information on services that can support them, such as SARSVL.

Leeds city centre currently has a number of sex establishments in prominent locations, including the Headrow, which is a main thoroughfare. These premises and any additions

to them advertise Leeds as a city (and a Council) that sees the sexual objectification of women as totally acceptable. It also makes the city centre an intimidating, unsafe place for women. It undermines the city's stated aim of being "fair, open and welcoming" (Vision for Leeds 2011-2030).

Leeds is a city centre characterised by the close proximity of residential to commercial establishments; in fact it prides itself on this feature. For example, much student accommodation is located in the city centre. This increases the vulnerability of women walking around areas where a number of sex establishments are in operation.

Leeds is a diverse city with a variety of cultures and faiths, representing around 11% of the city. Women from a range of communities are intimidated by the proximity of these clubs and are less likely or willing to travel around the city at night when confronted by the operation of and advertising for sex establishments.

SARSVL is currently looking for premises in the city centre and has rejected one option because of its close proximity to a lapdancing club. We cannot expect women to run the gauntlet of the harassment and intimidation created by these clubs in an attempt to access or deliver our services.

References:

EDEN, I. 2003 The Lilith Report on Lapdancing and Striptease in the Borough of Camden. London: Eaves

EDEN, I. 2007 Inappropriate Behaviour: Adult venues and licensing in London

Written response 009 - by email

Justice for Women's Response to: Consultation on Leeds City Council Licensing of Sex Establishments Policy

Justice for Women is a feminist organisation established in Leeds in 1990. Justice for women support women who have fought back against violent men from whom they have suffered abuse. Justice for Women contributes to the global effort to eradicate violence against women which includes sexual and domestic violence.

Leeds City Council states that in developing their draft policy they took account of a number of policies including:

The Equality Act 2010

The Violence Against Women Strategy.

We approached the consultation by posing a number of relevant questions. We focussed on the new licensing of Lap Dance Clubs.

Question One: is the licensing of such premises compatible with the Equality Act and Violence Against Women Strategy? If not why not?

Justice for Women believes there should be no sex establishments licensed in Leeds. The appropriate number for the city is nil.

Lap Dancing clubs normalise the sexual harassment of women. There men can pay women to strip for them on demand. This promotes the idea of women as always sexually available for men. This leads to more harassment of women by those men outside the clubs. And to a view of women in society in general as being available for men.

Leeds City Council Equalities Policy states " As a public authority we have legal responsibilities to address inequalities by eliminating discrimination". Lap dancing clubs promote the sexual objectification of women and the concept of women as being there purely for men's use. This undermines all efforts at working towards the equality of women and men. How can men attend such clubs and respect women? The licensing of those clubs endorses this objectification of women and hence works against women's equality.

Lap dancing clubs are part of the sex industry and as such are linked with wider systems of prostitution. They are part of a continuum of commercial sexual exploitation. They encourage the idea that it is ok for a man to buy a women. Prostitution increases where such clubs flourish. In Leeds, Genesis are now finding women in street prostitution who were first exploited in lap dance clubs. Prostitution is violence against women.

As part of its Violence Against Women Strategy, Leeds City Council is subscribing to the White Ribbon Campaign. Chris Green, Director of the White Ribbon Campaign has made his opposition to them clear. He says they "feed an increase in the lack of respect for women".

Leeds City Council cannot claim to be promoting respect for women and at the same time license lap dance clubs.

The links between objectification of women, discrimination against women and violence against women are recognised by the United Nation Convention to Eliminate Discrimination Against Women. Lap dance clubs promote sexual objectification of women hence discrimination and hence violence against women.

Question Two: If the council grants licenses to lap dance clubs what conditions should be attached to advertising on the outside of premises and elsewhere?

There shall be no promotion of the clubs and what they offer. Those who seek them out know what Lap dance or "Gentleman's" clubs offer.

There should be no signs, advertisements or window displays of a suggestive nature outside the premises. Specifically there shall be no silhouettes of women performers – with or without "animal" masks. Wording outside the premises will not be sexually explicit or degrading.

Vans advertising the clubs roaming the streets and soliciting for the clubs shall be banned.

There will be no advertising of these clubs in public spaces, including billboards, telephone booth adverts or leafleting.

Question Three: If the council grants licenses to lap dance clubs what conditions should be imposed relevant to what can take place; what other conditions should be imposed relevant to the performers' welfare?

There must be no physical contact between performers. There must be no physical contact between customers and performers. At the end of each performance customers may pass money to the performer.

These rules to be clearly displayed. Security Staff must enforce them. Customers who break the rules will be permanently barred.

The public dance areas and private booths will be monitored by CCTV which the relevant members of the police or council can view before they are destroyed (after 31 days).

All staff to be given a pack which will include how to complain if they are assaulted or the victim of any other offence. They will also be provided with contacts for relevant support agencies.

Question Four: Locality and Numbers. If the council grants licenses to lap dance clubs are there any localities – for example where lap dance clubs already exist – which are particularly unsuitable?

We have said above we think the number of sex establishments should be zero. If however some are licensed – they should not be in central public areas. The centre of our city should be somewhere we can walk with pride and without fear.

The draft Sex Licensing Policy notes that “Leeds Town Hall is the dedicated public concert hall/performance area in Leeds” and that “Leeds Art Gallery is a newly refurbished creative and lively gallery in the heart of Leeds Cultural Quarter. It is obvious that The Headrow is not a suitable location for lap dance clubs. There currently are two opposite the Art Gallery and the Town Hall. If they continue to be licensed it would certainly make a mockery of any Equalities or Violence Against women policy. It would say clearly that Leeds City Council approves of this activity – the buying of women for sexual gratification.

There is a lap dance club on Merrion Street, round the corner from the Grand Theatre, beside a taxi rank and near the major shopping mall of the Merrion Centre. This is an equally inappropriate place for a lap dance club – being in the heart of shopping and entertainment in Leeds.

There have been proposals for lap dance clubs right outside Leeds City Station so they would be the first thing any visitor sees. Once again this is particularly inappropriate.

Lap dancing clubs have a negative impact on women’s safety in the local vicinity. We have had accounts of women being harassed at bus stops on the Headrow outside existing clubs. Even one instance of this means the woman will be in fear every night as she waits for her bus home.

Question Five: What should be the process of applying for and objecting to individual licenses so the public can comment before one is granted?

As women may well want to object to a club that is not actually next door to where they live, there needs to be a mechanism for letting everyone know about any such application.

We suggest that licences should be applied for by specific days – say 4 dates a year. Thus every 1st July, October, January, April say, members of the public will be able to ask for a list of all those who have applied for a license or license renewal for a sex establishment. And have say a month to make objections. A process like that is what is needed to make the system clear and transparent.

Written response 010 - by email

Jeffrey Green Russell

We represent the owners of Red Leopard at 167 The Headrow, Leeds LS1 2QS and are grateful to you for the opportunity to comment on your proposed Statement of Licensing Policy.

It is noted that the Council has adopted the new powers introduced by the Policing and Crime Act 2009 and therefore the requirement to apply for a new additional licence in

order to continue trading at these premises which we have done since 2004. The Public Consultation Report does not appear to establish a policy upon applications for the new licence in respect of premises which have been operating lawfully. Originally we were licensed under the Licensing Act 1964 and the Local Government (Miscellaneous Provisions) Act 1982, we were then required to apply for a new licence under the Licensing Act 2003 and now yet a further licence has to be applied for. We had hoped for some reassurance that licences would be granted to those premises currently licensed by you under the Licensing Act 2003.

We respond to the draft statement using the same numbering.

Paragraph 2.3

You state that "specific attention has been taken to advertising, staff welfare, external appearance, locality and the number of licensed premises" and yet in the Public Consultation Report under paragraph 4 entitled locality and numbers you state that the "working group decided that it would not be appropriate for the Council to set the location and number of sex establishments in their area".

Paragraph 8.9

You state "if the application (for a licence) is successful the applicant will pay a maintenance fee for enforcement and compliance checks". In the Public Consultation Report you cite article 12.2 of the European Services Directive which states that the fees "shall be reasonable and proportionate to the cost of the authorisation procedures in question and shall not exceed the cost of the procedures"; charging a "maintenance fee" is unlawful.

Paragraph 8.34

The statement in relation to who can appeal and upon what grounds is wrong at law, so for instance appeals can be made under paragraph 12 (3) (a) and (b) in relation to suitability. It is perhaps also worthy of noting the High Court's supervisory role which can be activated by way of judicial review which you have dealt with elsewhere and will be particularly important in relation to the exercise of any, so called, grandfather rights.

We are pleased to note that each application will be considered on its merits and that your Authority has not sought to impose a numbers policy.

Paragraph 8.46

The Council cannot fetter its own discretion as is suggested in this condition.

We now refer to the Council's proposed standard conditions. The imposition of standard conditions would appear to be inconsistent with the Council's claim that it would consider each application on its merits; it would be better to use them as a bank of conditions. It is acknowledged that the Council can impose new standard conditions which would then apply to all licences automatically, we would suggest that such an approach is contrary to the Human Rights Legislation and the spirit of fairness. The standard conditions will apply to a licence irrespective of whether the licensee is aware of the amendments or not. In view of the number of premises involved, it would not be inappropriate for the Council to take upon itself a duty to notify the licensee of changes to conditions on its licence. This may be supplemented by a recital that the Council would not normally consider it appropriate to prosecute for breach of any new condition unless the licensee (etc.) has been specifically notified of the change.

Paragraph 3

As a matter of semantics it would appear that the Police and Licensing Authority's satisfaction is dependent on the provision of a code of practice and not the content of the codes which we assume is a grammatical error which can be rectified.

Paragraphs 4 and 5

We note that at paragraph 6, rules and price lists need to be printed in a manner which is clear and easy to read during the normal operation of the premises. To require them to be on each and every table is unduly onerous as breach of a condition could be triggered by inadvertence of either customer or dancer. We would respectfully suggest that provided the rules and codes are adequately displayed, they are not required on each and every table.

This condition is inappropriate as it will be impossible for the licensee etc. to know what is suitable and sufficient training. A breach of this condition would be a criminal offence and the condition therefore needs to be pre-worded.

Paragraph 8

It would appear to us to be unnecessarily prescriptive that the Council has to approve the name of the premises in writing. If the name is offensive, the Council has powers to deal with that.

Paragraph 14

Is there a problem should customers touch the breasts of male entertainers?

Paragraph 15

A kiss on the cheek at the conclusion of the entertainment should be exempted.

Paragraph 16

In the consultation document, you include live sex show in the definition of sexual entertainment venue and although not relevant to our clients, we wonder whether this condition is consistent.

Paragraph 18

A prohibition on taking photographs is virtually impossible to control, especially with the advent of cameras on mobile phones. If the condition is to stop the licensee from taking photographs, it should say that; it will be inevitable that stag parties will want to take pictures of each other and we assume that this condition is not designed to restrict that; clarification is required.

Paragraph 20

This condition is inappropriate. If what is sought to control is advertising outside the premises, then the condition should say that. This is more a planning point and does not seem to fall within the remit of a Licensing authority.

Paragraph 22

The inside of licensed premises will always be visible when the door is opened. We assume that this condition should restrict members of the public from being able to see the form of entertainment authorised by the licence and should say that.

Paragraph 23

The licence allows these premises to operate from 12 noon through until 6.00 a.m. We would respectfully suggest that it is unreasonable not to allow approved illuminated signage during the time when entertainment is authorised. This is a planning issue.

Paragraph 24

This condition is unnecessarily restrictive and is drafted so as to allow for censorship. Many of our clients will seek approval from the Advertising Standards Authority before displaying any advertisement. It would seem more appropriate for that authority to approve or otherwise advertisements than an officer within the Council.

Paragraph 27

This condition is far too widely drawn and is unnecessarily onerous upon the licensee. The condition should be fettered so it only refers to such alterations which affect the delivery of the entertainment.

Paragraph 32

To place a duty upon the licensee to notify the Council irrespective of the state of his own knowledge – this is inappropriate.

Paragraph 48

The “licensed area” is not defined, neither is “performing”. Both these areas require clarification.

Paragraph 52

This condition is too vague and subjective to be workable.

Paragraph 53

This is too widely drawn and would appear to catch the manufacturer's description of the vehicle and is in any event inappropriate, see comments above.

Paragraph 54

The Council has powers under other legislation which should not be duplicated.

Paragraph 55

In view of the number of premises that are caught by this legislation we do not think it unreasonable that the specific variations should be brought to the attention of the individual licensees.

We have been provided with two forms of an application form and the one attached to the Licensing Policy and referred to as SE1 is overly complicated and seeks information which is unnecessary and/or commercially sensitive. We do not think it appropriate that the licensee etc. is required to give the Licensing Authority notice of any winding up petition; this is just inappropriate.

Paragraph 16

You need another box for "other".

Paragraph 17

This question seeks commercially sensitive information which is unnecessary.

Paragraph 20

Premises may have deemed planning permission through effluxion of time and there should be a box available.

We hope that the above comments are helpful; please revert to the writer. Once again may we thank you for this opportunity to comment.

Written response 011 - by email

Leeds Citizens Advice Bureau

Leeds Citizens Advice Bureau does not believe that the licensing of sex establishments is compatible with the Equality Act 2010, which Leeds City Council states that it has taken into account in developing its sex establishment licensing policy.

The Equality Act 2010 states that: "A public authority must, in the exercise of its functions, have due regard to the need to...eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act."

Research has shown that wherever lap dance and strip clubs appear, women's quality of life deteriorates as a result, with increased reports of rape (Eden, 2003). Such establishments contribute to the sexual objectification of women and raise concerns about the welfare of women working in the clubs, the impact on the environment around the clubs; how women feel about walking around these areas and what happens to them when they do and to the general mainstreaming of the commercial sex industry. As manager of an organization based in the city centre, I have been concerned about the increase in the number of lap dance and strip clubs in the area, and the prevalence of billboards and other prominent advertising, which give me particular concerns for the safety of my female staff and for female clients and their children.

Advertising for these establishments, including signage and frontages of premises and leaflet distribution in the area, create an intimidating atmosphere and a real threat to the safety of women. No advertising should be allowed for such premises and explicit images displaying what goes on within the clubs should not be allowed. Advertising for these establishments should not be allowed in public spaces.

If licensing is to take place, the welfare of women working within the clubs should be paramount. Licenses should require strict enforcement of protection of women from physical contact with customers. Private dance areas should be visible from the rest of the club and monitored by CCTV. Staff should know how they can complain about behaviour that is unacceptable and be given information on services that can support them, such as Leeds CAB and SARSVL .

Leeds city centre currently has a number of sex establishments in prominent locations, including the Headrow, which is a main thoroughfare. These premises and any additions to them advertise Leeds as a city (and a Council) that condones the sexual objectification of women and make the city centre an intimidating, unsafe place for women. It undermines the city's stated aim of being "fair, open and welcoming" (Vision for Leeds 2011-2030).

Leeds is a city centre characterised by the close proximity of residential to commercial establishments; in fact it prides itself on this feature. For example, much student accommodation is located in the city centre. This increases the vulnerability of women walking around areas where a number of sex establishments are in operation.

Annex B - Composition of the Working Group

Licensing Committee Members

Cllr Suzi Armitage	Chair of the Working Group Chair of Licensing Committee Ward Member for Cross Gates and Whinmoor (Labour)
Cllr Ronald Feldman	Member of the Licensing Committee Ward Member for Alwoodley (Conservative)
Cllr Donald Wilson	Member of the Licensing committee Ward Member for Rothwell (Liberal Democrat)

Entertainment Licensing Officers

Nicola Raper	Section Head
Susan Holden	Principal Project Officer
Seamus Kennedy	Principal Liaison and Enforcement Officer
Philomena Carville	Principal Licensing Officer

Legal Services

Richard Des Forges	Solicitor, Regulatory and Enforcement Section
--------------------	---

This page is intentionally left blank

Licensing of Sex Establishments

Statement of Licensing Policy

Local Government (Miscellaneous Provisions) Act 1982
as amended by the Policing and Crime Act 2009

Further copies of this document can be obtained from:

Entertainment Licensing
Leeds City Council
Civic Hall
Leeds
LS1 1UR

Tel: 0113 247 4095
Fax: 0113 224 3885

Email: entertainment.licensing@leeds.gov.uk
Web: www.leeds.gov.uk/licensing

Version History

First Draft	SH	11/11/2011
Public consultation draft	LC	15/03/2011
Final draft	LC	26/07/2011

Please note:

The information contained within this document can be made available in different languages and formats including Braille, large print and audio cassette.

CONTENTS

Executive Summary		
Section 1	Interpretation	5
Section 2	The purpose of the policy	6
Section 3	The scope of the policy	7
Section 4	Leeds district	8
Section 5	Integrating other guidance, policies, objectives and strategies	10
Section 6	Cultural activities in Leeds	11
Section 7	General principles	12
Section 8	The licensing process	15
Section 9	Enforcement	20
Appendices	Appendix 1 – Standard conditions	21
	Appendix 2 – Application forms and notices	32

Executive Summary

The Policing and Crime Act 2009 amends the Local Government (Miscellaneous Provisions) Act 1982 s2 and Sch 3 to introduce a new classification of sex establishment, namely sexual entertainment venues. This brings to lap dancing, pole dancing and other "relevant entertainment" a new licensing regime.

The legislation provides for local authorities to adopt a policy and standard conditions relating to sexual entertainment venues, sex shops and sex cinemas.

Leeds City Council adopted the provisions of Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Policing and Crime Act 2009 on 19th January 2011 with effect from 1st October 2011.

Leeds City Council has adopted this document as the policy and standard conditions to be applied when determining sex establishment licences in the Leeds district.

This policy will:

- Set out the council's approach for the benefit of operators
- Guide and reassure the public and other public authorities
- Ensure transparency
- Ensure consistency
- Guide and focus the Licensing Committee when making determinations under this legislation.

The policy will deal with:

- The mandatory and discretionary grounds for refusal
- Standard conditions
- The application process
- Waiver

Section 1 Interpretation

Advertisement means any word, letter, image, model, sign, placard, board, notice, device or representation, whether illuminated or not, in the nature of and employed wholly or partly for the purposes of, advertisement or announcement.

Authorised officer means an officer employed by Leeds City Council and authorised by the council to act in accordance with provisions of the Local Government (Miscellaneous Provisions) Act 1982.

The council will mean Leeds City Council.

Display of nudity means:

- (a) in the case of a woman, exposure of her nipples, pubic area, genitals or anus; and
- (b) in the case of a man, exposure of his pubic area, genitals or anus.

Entertainer means dancer, performer or other such person employed, or otherwise, to provide relevant entertainment.

Licence means any sex establishment licence that the council can grant under this Act. This includes any associated consent of permission.

Licensee means the holder of a sex establishment licence.

Licensed area means the part of the premises marked on the plan where licensable activities are to take place.

Premises includes any vehicle, vessel or stall but does not include any private dwelling to which the public is not admitted.

Relevant entertainment means any live performance or any live display of nudity which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience (whether by verbal or other means).

Responsible person means the person nominated by the licensee who has personal responsibility for and be present on the premises whilst the premises is open to the public. This may be the manager or the relief manager.

Sex shop means any premises, vehicle, vessel or stall used for a business which consists to a significant degree of selling, hiring, exchanging, lending, displaying or demonstrating sex articles or other things intended for use in connection with, or for the purpose of stimulating or encouraging sexual activity.

Sexual entertainment venue means any premises at which relevant entertainment is provided before a live audience, directly or indirectly for the financial gain of the organiser (i.e. a person who is responsible for organisation of management of the entertainment or the premises).

Standard conditions will mean any terms, conditions or restrictions contained or referred to in the schedule to a licence granted under Schedule 3, but does not include any private dwelling to which the public is not admitted.

Vehicle will mean a vehicle intended or adapted for use on roads.

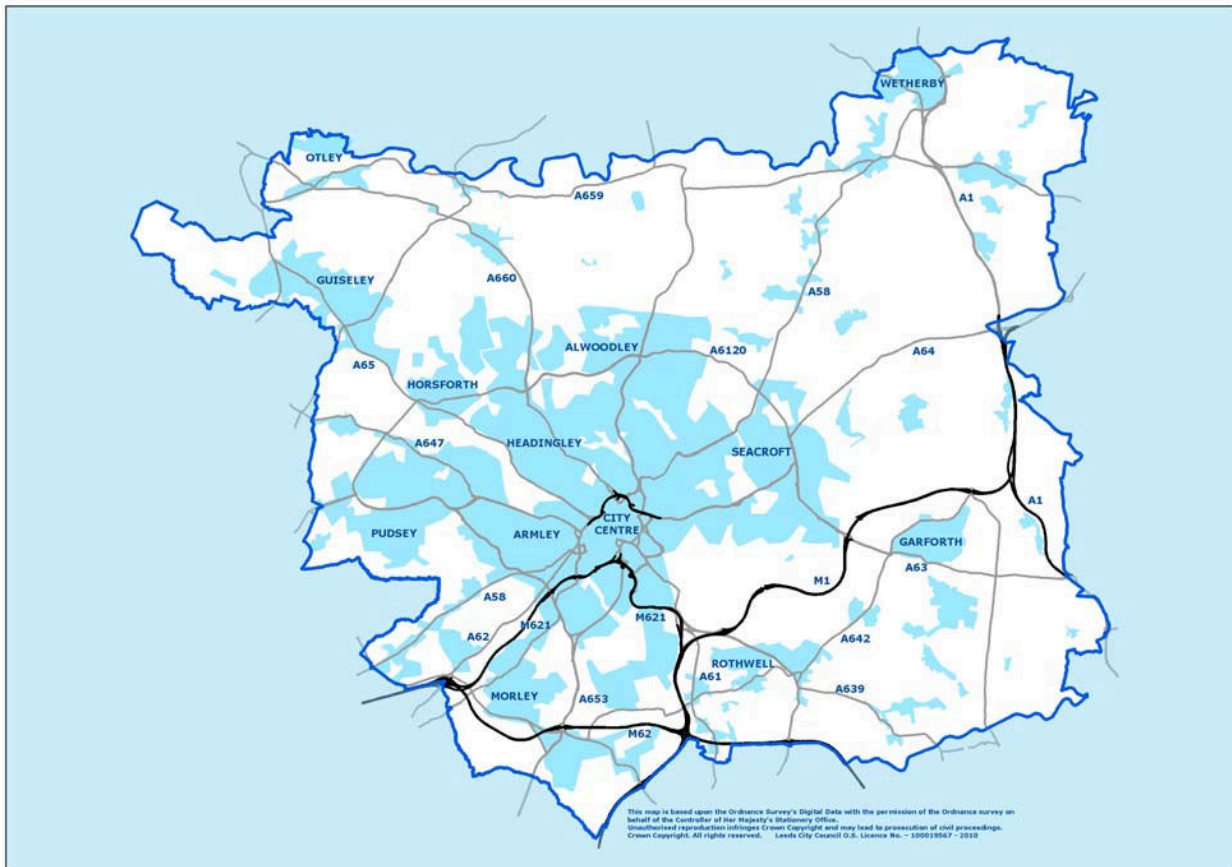
Section 2 The purpose of the licensing policy

- 2.1 This policy is prepared under Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Policing and Crime Act 2009. It was approved by Leeds City Council as the licensing authority for the Leeds metropolitan district in xxx. It will be reviewed regularly.
- 2.2 This policy is concerned with the regulation of sex establishments, namely sexual entertainment venues, sex shop and sex cinemas.
- 2.3 The council's licensing regime aims to ensure that sex establishments in the Leeds district operate in a safe, fair and discreet manner and are sensitive to the local area in which they are situated. Specific attention has been taken to advertising, staff welfare, external appearance, locality and the number of licensed premises.
- 2.4 In preparing this policy the council has consulted with and considered the views of a wide range of people and organisations including:
- Representatives of local business
 - Local residents and their representatives
 - Parish and town councils
 - Local members of parliament
 - Representatives of existing licence holders
 - West Yorkshire Police
 - British Transport Police
 - Leeds City Council - Domestic Violence Unit
 - Leeds City Council - Children and Young People Social Care
 - Leeds City Council - City Development
 - Leeds Primary Care Trust
 - Charitable organisations that have interest in sex establishments
- 2.5 This Policy also has regard to the guidance issued by the Home Office.
- 2.6 The council adopts the overall approach of encouraging the responsible promotion of licensed activities. However, in the interests of all its residents, it will not tolerate irresponsible licensed activity. The council will impose conditions where necessary to promote responsibility and will use effective enforcement to address premises where there are problems, in partnership with key agencies such as:
- West Yorkshire Police,
 - West Yorkshire Fire and Rescue Service,
 - Health and Safety Executive,
 - Crime and Disorder Reduction Partnerships,
 - Primary Care Trusts in the district
 - West Yorkshire Trading Standards
- 2.7 The council will monitor the effectiveness of this policy by way of regular meetings with key agencies and by regular open dialogue with the trade.

Section 3 The scope of the licensing policy

- 3.1 This policy covers licensable premises and activities as defined by the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Policing and Crime Act 2009 (the Act) within the Leeds metropolitan district. Schedule 3 of the Act is concerned with the control of sex establishments. A sex establishment means a sexual entertainment venue, sex cinema or sex shop.
- 3.2 A sexual entertainment venue is a premises at which relevant entertainment is provided before a live audience for the financial gain of the organiser or the entertainer. Relevant entertainment means any live performance or any live display of nudity which is provided solely or principally for the purpose of sexually stimulating any member of the audience. The full legal definition of a sexual entertainment venue can be found at section 2 and 2A of the Act.
- 3.3 A sex cinema means a premises used to a significant degree for the exhibition of moving pictures which primarily portray sexual activity or act of force of restraint which are associated with sexual activity. A full legal definition of a sex cinema can be found in section 3 of the Act.
- 3.4 A sex shop relates to a premises used to a significant degree for the selling, etc. of sex articles or other items intended for the use of stimulating sexual activity or acts of force or restraint. A full legal definition of a sex shop can be found ay section 4 of the Act.
- 3.5 Advice on whether a licence is required can be obtained from Entertainment Licensing, Leeds City Council. Contact details are set out in Appendix 3.
- 3.6 Throughout this policy the wording will refer to 'applicants' for licences. However it should be noted that the principles set out within this policy apply equally to new applications, renewals and transfers.
- 3.7 This policy seeks to provide advice to applicants about the approach they should take to making applications and the view the council is likely to take on certain key issues.

Section 4 The Leeds district



- 4.1 Leeds City Council has sought to establish Leeds as a major European city and cultural and social centre. It is the second largest metropolitan district in England and has a population of 2.2 million people living within 30 minutes drive of the City Centre.
- 4.2 The Leeds metropolitan district extends over 562 square kilometres (217 square miles) and has a population of 715,000 (taken from the 2001 census). It includes the city centre and the urban areas that surround it, the more rural outer suburbs and several towns, all with very different identities. Two-thirds of the district is greenbelt (open land with restrictive building), and there is beautiful countryside within easy reach of the city.
- 4.3 Over recent years Leeds has experienced significant levels of growth in entertainment use within the city coupled with a significant increase in residential development. The close proximity of a range of land uses and the creation of mixed-use schemes have many benefits including the creation of a vibrant 24-hour city.
- 4.4 Leeds has strong artistic traditions and has the best attended outdoor events in the country. The success of arts and heritage organisations including the Grand Theatre, City Varieties, West Yorkshire Playhouse, Opera North, Northern Ballet Theatre, Phoenix Dance Theatre, Harewood House and the Henry Moore Institute, has helped to attract other major arts and heritage investments such as the award winning Royal Armouries and the Thackeray Medical Museum. The city also boasts a wealth of community based sports heritage and recreational facilities. There is a vibrant voluntary sector including thousands of groups and societies.

- 4.5 Sport is a passion for people in Leeds and Yorkshire. Leeds United Football Club has a loyal and passionate following and Elland Road is one of England's great traditional grounds. Cricket is followed with enthusiasm with Yorkshire County Cricket Club home in Headingley. Leeds has the world's first dual-code rugby partnership - Leeds Rhinos Rugby League and Leeds Carnegie Rugby Union. The Leeds Rhinos in particular have enjoyed great success in recent years. Wetherby racecourse was established in 1891 and is considered one of best jump courses in the country.
- 4.6 Leeds is a city with many cultures, languages, races and faiths. A wide range of minority groups including Black Caribbean, Indian, Pakistani, Irish and Chinese as well as many other smaller communities make up almost 11% of the city population.
- 4.7 The Vision for Leeds 2011-2030 published by the Leeds Initiative as the city's strategic partnership group, indicates that Leeds is now one of Britain's most successful cities. It aims that "by 2030, Leeds will be locally and internationally recognised as the best city in the UK". By 2030:
- Leeds will be fair, open and welcoming.
 - Leeds' economy will be prosperous and sustainable.
 - All Leeds' communities will be successful.
- 4.8 This licensing policy seeks to promote licensing within the overall context of the three aims set out in Vision for Leeds 2011-2030.

Section 5 Integrating other guidance, policies, objectives and strategies

- 5.1 In preparing this licensing policy the council has had regard to, and sought to integrate the licensing policy with, the following strategies:
- Vision for Leeds 2011 to 2030
 - Leeds Unitary Development Plan
 - The Local Development Framework including the Leeds City Centre Area Action Plan
 - The Home Office Tackling Violent Crime Programme
 - Leeds City Council – Anti-Social Behaviour Statement
 - Leeds City Council – Environmental enforcement policies
 - Leeds City Council - Violence Against Women Strategy
- 5.2 The council (through its Licensing Committee) may, from time to time receive reports on other policies, strategies and initiatives that may impact on licensing activity within the remit of the committee. Subject to the general principles set out in Section 7 it may have regard to them when making licensing decisions.
- 5.3 The Committee may, after receiving such reports, make recommendations to the council or other bodies about the impact of the licensing policy on such policies, strategies and initiatives. Equally the Committee may make recommendations relating to the impact of such policies, strategies and initiatives on the licensing policy. This may include recommendations to amend the licensing policy itself.

Section 6 Cultural activities in Leeds

- 6.1 Leeds City Council (in common with other local authorities) is a major provider of facilities for public recreation. The Council has a tradition of promoting a wide range of cultural activity for the benefit of the city and district.
- 6.2 Leeds has a long established reputation for the encouragement of community and diverse cultural events and public entertainment as an essential aid to community involvement and an increasing sense of common identity.
- 6.3 Leeds Town Hall is the dedicated public concert hall/performance area in Leeds and the Carriageworks Theatre is dedicated to amateur performance and public use for Leeds.
- 6.4 Millennium Square in the city centre is used for public events and entertainment such as the Christmas market and 'Icecube' (a temporary ice rink).
- 6.5 Leeds Art Gallery has been described as 'probably the best collection of twentieth century British art outside London' (John Russell Taylor, *The Times*). Leeds Art Gallery is a newly re-furbished creative and lively gallery in the heart of Leeds on The Headrow in Leeds' Cultural Quarter. Offering displays of Leeds' stunning collections as well as a dynamic programme of changing exhibition, Leeds Art Gallery is an innovative and exciting place to visit for people of all ages and tastes.
- 6.6 Leeds City Museum is located in one of Leeds' much loved civic buildings - the Leeds Institute building on Millennium Square. The Leeds Institute is one of the City's most important historic buildings and was completed in 1862 by Cuthbert Brodrick, who also built Leeds Town Hall and the Corn Exchange. The Institute was built to provide education for the City's industrial workers and as a venue for lectures and large scale events. Work began in autumn 2005 on an ambitious project to turn it into an exciting new museum in the heart of Leeds. The project was funded by the Heritage Lottery Fund, Leeds City Council and Yorkshire Forward and has transformed the Grade II-listed Civic Institute building into a state-of-the-art museum.
- 6.7 The Carriageworks theatre is a thriving theatre at the heart of Leeds' Millennium Square. It showcases the best national and regional performance with a dynamic programme of theatre, dance, comedy and film. At the same time it provides support to young and emerging theatre makers, offering them a key platform to develop work. The venue gives opportunities for members of the local community to take part in a variety of high quality arts activities, and is home to the Leeds Civic Arts Guild. This is an umbrella group of performing societies enabling local people to experience making theatre in a fully functioning professional venue.
- 6.8 Abbey House is located just three miles out of the city centre on the main A65 road to Kirkstall. Located in accessible yet tranquil surroundings, Abbey House Museum is just a short distance from Kirkstall Abbey and its surrounding park. Abbey House opened to the public as a museum in 1927. During the 1950s Victorian street scenes were added. In 1995, the centenary of the reopening of Kirkstall Abbey by the city, it was decided to raise the money needed to redisplay and improve facilities for visitors. The Heritage Lottery Fund, Leeds City Council and the Friends of Leeds Museums made this work possible and work was completed in 2001.
- 6.9 The parks at Roundhay, Woodhouse Moor, Potternewton and Middleton are in use for community organised gatherings fairs and carnivals and Temple Newsam Park is the venue for council promoted public events attracting upwards of fifty thousand people.
- 6.10 Commercially promoted events take place in a variety of locations throughout the district.

Section 7 General principles

- 7.1 In determining a licensing application the overriding principle will be that each application will be determined on its own merit, taking into account local knowledge, this licensing policy and the guidance issued by the Home Office. Where it is necessary to depart from the guidance or this Policy the council will give clear and cogent reasons for doing so.

Human Rights

- 7.2 The European Convention on Human Rights makes it unlawful for a public authority to act in a way that is incompatible with a Convention right. The council will have particular regard to the following relevant provisions of the European Convention on Human Rights:
- **Article 6** that in determination of civil rights and obligations everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law.
 - **Article 8** that everyone has the right to respect for his home and private life.
 - **Article 10** that everyone has the right to freedom of expression.
 - **Article 1 of the first protocol** that every person is entitled to the peaceful enjoyment of his or her possessions, including for example a licence.

The Provision of Services Regulations

- 7.3 The Provision of Services Regulations 2009 implements the European Services Directive. These regulations ensure that any refusal of a licence is:
- **non-discriminatory** in regard to nationality,
 - **necessary** for reasons of public policy, public security, public health or the protection of the environment and
 - **proportionate** with regard to the objective pursued by the legislation.
- 7.4 The council will consider these three issues in relation to the refusal of licence applications.

Crime and Disorder Act 1998

- 7.5 The Crime and Disorder Act 1998 places a duty on the council to exercise its functions with due regard to:
- Crime and disorder in its area (including ant-social and other behaviour adversely affecting the local environment;
 - The misuse of drugs, alcohol and other substances.
 - Re-offending in its area.
- 7.6 The council will have particular regard to the likely effect of the determination of licence applications on these issues and the need to do all that is reasonable can to prevent them.

Equality Act 2010

- 7.7 The Equality Act 2010 places a duty on the council to exercise its functions with due regard to the need to:
- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Equality Act 2010;
 - Advance equality or opportunity between persons who share relevant protected characteristic and person who do not share it;
 - Foster good relation between persons who share a relevant protected characteristic and persons who do not share it.
- 7.8 The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 7.9 The council is aware that sex establishments tend to be predominantly marketed to men and that the licensing of these establishments must not encourage discrimination against women especially in regard to women who work at the premises, women who may wish to visit the premises or women who are using the area for other purposes but who may feel intimidated by the presence of such premises.
- 7.10 Therefore the council will have particular regard to these duties, especially in regard to the determination of licences and the attaching of conditions.

Planning

- 7.11 The use of premises is subject to planning control. Such use will require planning permission or must otherwise be lawful under planning legislation. Planning permission is generally required for the establishment of new premises or the change of use of premises.
- 7.12 In general, all premises which are the subject of an application, should have the benefit of planning permission, or be deemed permitted development. The onus will be on the applicant to demonstrate that planning permission has been granted or that the premises have the benefit of permitted development rights. Failure to do so may result in objections and the licence being refused or granted subject to conditions which take account of the planning permissions in existence.
- 7.13 In addition, all new developments and premises which have been subject to structural alterations since 1994 will have building control approval in the form of a Building Regulations Completion Certificate. The onus will be on the applicant to demonstrate that any structural alterations have been approved by building control. Failure to do so may result in objections and the licence being refused or granted subject to conditions.
- 7.14 Any decision on a licence application will not consider whether any decision to grant or refuse planning permission or building consent was lawful and correct.

Staff Training

- 7.15 The council recommends that all persons employed on licensed premises be encouraged to attend training programmes to raise awareness of their responsibilities and particularly of the offences contained within the Act. Where recognised training programmes are not available employers should ensure that their employees are advised of their responsibilities and the offences under the Act.
- 7.16 All persons employed on licensed premises should be provided with in-house training on basic public safety and the housekeeping arrangements relative to those premises. Depending on their job role, this may include training in first aid, age verification policies, basic health and safety, and so on.

7.17 Licensed premises will be required to record training undertaken by staff in their staff records. These records will be made available for inspection on request by an authorised officer or the police.

Advertising

7.18 As part of the standard conditions attached to licences there is a requirement that all advertising and the external appearance of the premises must be approved by council. This approval will be sought at the next available sub-committee hearing. Applicants will be entitled to attend the hearing

Exemptions

7.19 Under the Act there is an exemption for sexual entertainment venues for premises which provide relevant entertainment on an infrequent basis. These are defined as premises where –

- no relevant entertainment has been provided on no more than 11 occasions within a 12 month period;
- no such occasion has begun within a period of one month beginning with the end of the previous occasions; and
- no such occasion has lasted longer than 24 hours
- other premises or types of performances or displays exempted by an order of the Secretary of State.

7.20 This exemption does not apply to sex shops or sex cinemas.

Section 8 Application Procedure

The application process

- 8.1 Applications must be made to the council in the form prescribed in Annex 2. Guidance is available to applicants setting out the detail of the process.
- 8.2 An operator's suitability will be checked before a licence for a sex establishment is granted. Depending on the individual circumstances this may be achieved by the following means:
- Application form
 - CRB check
 - Personal interview either in person, at hearing, by phone or in writing
 - Accreditation
- 8.3 In the first instance, the application will be sent to West Yorkshire Police who may conduct a check. The operator's suitability will be checked using the application form and the personal information forms. Applicants may be asked to provide basic CRB checks, or attend an interview, to support their application.
- 8.4 The suitability of the applicant is important to ensure that the interests of the public are protected. The council will use the methods described above to ensure that the proposed operator:
- is honest
 - has a clear understanding of the conditions that may be attached to the licence
 - has a suitable business plan which will deliver compliance of the standard conditions.
 - Has no unspent conviction of a nature that deem him/her unsuitable.
- 8.5 Applications for sexual entertainment venue sex establishment licence will also show they have:
- a clear employees welfare policy
 - a clear code of practice for employees
 - a clear code of conduct for customers
 - a clear policy on pricing, and
 - protects the interests of his customers
- 8.6 The council will take all of these criteria into account when determining the licence. Non-compliance of one or more of the criteria will not necessarily exclude the operator from holding a sex establishment licence providing the applicant is able to prove to the council that the interest of the public is protected.

Third Party Beneficiaries

- 8.7 In order to protect the public interest it is important to establish the hierarchy of the operator's business. Information will be sought and enquiries made into the operator's company structure to ensure that the operator is not working on behalf of an individual or company that would not be granted a licence in their own right.
- 8.8 Enquiries may be made via the application form, checks with Companies House, West Yorkshire Police, personal interview or applicants may be asked to provide business records.

Fees

8.9 The council has set a reasonable fee. The fee is based on the recovery of costs incurred by the council in determining the application.

Notices

- 8.10 The applicant must advertise the application in three ways:
- Advertisement in a local newspaper within 7 days of the application
 - Advertisement at the premises by way of a site notice for 21 consecutive days
 - Notice of the application to be sent to the Chief Officer of Police for West Yorkshire within 7 days of the application.
- 8.11 Proof that the applicant has advertised the application will be required.

Objections

- 8.12 Anyone can object to an application for a sex establishment. Objection should be received by the council no later than 28 days after the date of the application. These objections can be received from individuals or businesses and can be on any matter. However the appropriate weight will be given to objections which relate to the purpose of the legislation which is the control of sex establishments.
- 8.13 Guidance on making an objection can be found on the council's website.
- 8.14 The council will notify the applicant in writing of the general terms of any objection it receives within 28 days of the application. However objectors will remain anonymous and efforts will be made to sanitise the contents of the objections so the objector's identity remains anonymous.
- 8.15 If objectors wish for their details to be released to the applicant they should make this clear in their objection.

Hearings

- 8.16 All new applications and any contested renewals or transfers will be determined by a sub-committee of three members of the Licensing Committee.
- 8.17 It is the council's practice to provide notice of the hearing to all interested parties (applicants and objectors) five days before the hearing as laid down in Local Government Act 1972.
- 8.18 This notice will provide the date of the hearing, the procedure for the hearing, state any points on which the council requires clarification at the hearing, and will require the addressee to confirm their attendance and the attendance of any witnesses they may wish to call.
- 8.19 The hearing will take place in public except where the public interest requires otherwise.
- 8.20 All parties will be given an equal amount of time to present their case.

The Licensing Committee

- 8.21 The council has appointed a licensing committee of 15 Councillors. Licensing functions will often be delegated to a licensing sub committee of 3 councillors or, in appropriate cases to officers of the council.

- 8.22 Councillors will have regard to the Leeds City Council Code of Conduct for Members and guidance issued by the Standards Board for England. Where a Councillor who is a member of the Licensing Committee or sub-committee has a prejudicial interest in the application before them, in the interests of good governance they will disqualify themselves from any involvement in the decision making process in respect of that application. Where ever possible, members will not hear applications from within their own ward to avoid any appearance of bias.
- 8.23 A licensing sub committee may refer an application to another sub committee or to the Licensing Committee where it is unable to deal with the application because of the number of members unable to vote on the matter in question.
- 8.24 The Licensing Committee will refer an application to the council where it is unable to deal with the application because of the number of members unable to vote on the matter in question.

Reasons for decisions

- 8.25 In determining licence applications under the Local Government (Miscellaneous Provisions) Act 1982 the council will take into consideration the application before it, any objections received as well as local knowledge including local issues and cultural sensitivities.
- 8.26 Every decision to refuse a licence made by the Licensing Committee, sub committee or officers will be accompanied by clear reasons for the decision.
- 8.27 Every effort will be made to provide a decision verbally at the sub-committee hearing, with the written reasons to follow in due course. However in exceptional circumstances the sub-committee may defer the decision in order to allow mature consideration of the respective case and a time for the reasoned condition will be drawn up and all parties notified.

Conditions

- 8.28 The council will impose standard conditions on all licences. However if deemed necessary, the council may change, alter or replace the standard conditions with conditions that are relevant to the application. Please see appendix 1 for the standard conditions.
- 8.29 Any change to the standard conditions will be applied to licences at the time of renewal when all conditions are reviewed.

Refusal of applications

- 8.30 Applications for sex establishments can be refused on the following mandatory grounds:
- if the applicant is under 18,
 - if the applicant has a disqualification following the revocation of their licence,
 - if the applicant is non-resident in the UK,
 - company not incorporated in the UK,
 - or a previous refusal of the applicant at the same premises in the previous 12 months.

- 8.31 There are also a number of discretionary grounds. These are:
- if the applicant is unsuitable,
 - if the business would be managed by or for the benefit of a third party who would be refused licence in their own right,
 - that the number of sex establishments in the locality or of sex establishments of a particular kind in the locality equals or exceeds the number considered appropriate,
 - is inappropriate having regard to:
 - Character of relevant locality
 - Use of premises in vicinity
 - Layout, character, condition or location of the premises.
- 8.32 As stated at 7.1, the council will consider each application on its own merits, taking into account local knowledge, this policy and the guidance provided by the Home Office.

Right of Appeal

- 8.33 Only the applicant has the right to appeal the council's decision to the Magistrate's Court and only on limited grounds. There is no right of appeal for objectors or statutory authorities. Applicants and interested parties are referred to the Local Government (Miscellaneous Provisions) Act 1982, para 27 for further details.

Period of licence

- 8.34 A sex establishment licence will remain in force for up to one year, or for a shorter period should the council think fit.

Grant, Renewals, Transfer

- 8.35 The process for applying for a renewal, transfer or variation of the licence is the same as when applying for a new licence. Guidance for applicants is available on the council's website.

Variation

- 8.36 There are some matters required under the standard conditions for which the premises licence holder is required to notify the council. These matters include:
- Variation of standard conditions
 - Variation of any of the terms of the licence
 - Change in the external appearance of the premises
 - Structural changes
 - Change in personnel
 - Use of a vehicle for advertising purposes
 - Change of name of premises
- 8.37 Application to vary conditions of the licence must be advertised by the licensee in the same way as for the application for grant, renewal or transfer.
- 8.38 Other matters must be notified to the council in writing, enclosing the appropriate plans, or illustrations as may be required to evidence the application. Some matters may attract a fee. Further guidance is available on the council's website.

Revocation

- 8.39 Should information be received by the council that circumstances have changed in such a way that the applicant would be deemed unsuitable or that the manager or beneficiary would be unsuitable should they be applying for a new licence, the council may revoke the sex establishment licence.

- 8.40 Should the council consider revocation of the licence to be appropriate the licensee will be provided an opportunity to appear before the Licensing Committee and be heard by them.
- 8.41 The licensee will be given a statement in writing of the reasons for revocation within seven days of the requirement being made.
- 8.42 The revocation will take effect once the appeal period has expired, or if an appeal is lodged after the determination or abandonment of the appeal.

Waiver

- 8.43 Should the council decide that a licence would be unreasonable or inappropriate, it may waive the need for a licence, for example in the case of a medical book shop, sex clinic, in borderline cases, to correct errors or for minor or temporary events.
- 8.44 The council would only waive the need for a licence where the activity is low risk and/or temporary. However a waiver will not be considered in cases where a licence is reasonable and appropriate or where there is public interest.
- 8.45 The application for a waiver uses the same form as an application for a new licence; however it should be accompanied by a letter which describes the circumstances under which the need for a licence should be waived. There will be no requirement to advertise the application. There is a fee. Further information can be found on the council's website, or by contacting Entertainment Licensing.
- 8.46 The decision to waive the need for a licence will be taken at the next available licensing sub-committee hearing and a Notice of Waiver will be issued in due course.
- 8.47 Unsuccessful applications for waivers will be notified accordingly and provision will be made for them to make a formal application for a sex establishment licence.

Section 9 Enforcement

9. Enforcement principles

- 9.1 The council will work closely with partners in accordance with a locally established joint enforcement protocol and will aim to promote the licensing objectives by targeting known high risk premises following government guidance around better regulation.
- 9.2 In carrying out its enforcement duties with regards to the inspection of premises; and the powers to institute criminal proceedings in respect of certain offences under the Act the council will endeavour to be:
- **proportionate:** regulators should only intervene when necessary, remedies should be appropriate to the risk posed, and costs identified and minimised;
 - **accountable:** regulators must be able to justify decisions, and be subject to public scrutiny;
 - **consistent:** rules and standards must be joined up and implemented fairly;
 - **transparent:** regulators should be open, and keep regulations simple and user friendly; and
 - **targeted:** regulation should be focused on the problem, and minimise side effects.
- 9.3 The council will endeavour to avoid duplication with other regulatory regimes so far as possible.
- 9.4 The council will also adopt a risk-based inspection programme in line with government recommendations around better regulation and the principles of the Hampton Review.
- 9.5 The main enforcement and compliance role for the council in terms of the Local Government (Miscellaneous Provisions) Act 1982 as amended will be to ensure compliance with the conditions placed upon the licence.
- 9.6 The council will also keep itself informed of developments as regards the work of the Better Regulation Executive in its consideration of the regulatory functions of local authorities.
- 9.7 The council's enforcement/compliance protocols/written agreements will be available upon request.

Appendix 1 Standard Conditions

These conditions may be dispensed with, added to or modified by the council. Where, in these conditions, there is a reference to the consent of the council being required, the consent may include terms, conditions and restrictions as appropriate.

Sexual Entertainment Venues

General

1. Unless stated otherwise, the licence hereby granted will operate for one year from the date on the licence, after which it will cease to be in effect unless an application for renewal is submitted in the manner prescribed by the council.
2. The licence may be revoked by the council if at any time the holder is convicted of an offence of using the licensed premises, or other premises for which a similar licence has been granted, other than in accordance with the terms, conditions or restrictions of the licence or is convicted of any offence under any enactment defined in paragraph 1 of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 as amended.
3. The licensee will provide (subject to the satisfaction of both the police and the licensing authority), a code of practice for entertainers and code of conduct for customers, and these must be made available upon request to both the police and authorised officers.
4. All rules (code of practice for entertainers, code of conduct for customers, dispersal policies etc) to be prominently displayed on the premises.
5. Price lists will be clearly displayed at each table and at each entrance to the premises.
6. All rules and price lists as described in conditions 4 and 5 must be printed in a manner which is clear and easy to read during the normal operation of the premises.
7. Suitable and sufficient training is to be provided to all staff including the responsible person as described in condition 28. The training of all staff is to be recorded and the training record must be made available upon request to both the police and authorised officers.
8. The name of the premises must be approved by the council in writing. Any change to the name of the premises must be approved by the council in writing.

Exhibition of the licence

9. The licence, or a clear copy, will be prominently displayed at all times so as to be readily and easily seen by all persons using the premises, the police, the fire authority and authorised officers of the council. A copy of the conditions attached to the licence will be kept on the premises and be available for inspection by an authorised officer of the council, or the police or fire authority.

Hours of opening

10. The premises will only be open to the public during the following hours:

Monday	Friday
Tuesday	Saturday
Wednesday	Sunday
Thursday	

Conduct on the premises

11. Entertainers will only perform on the stage area, or in booths/areas for VIPs as identified on the plan attached to the licence.
12. Relevant entertainment will only be performed by the entertainer. There must be no audience participation.
13. There must be no physical contact between entertainers.
14. Customers will not touch the breasts or genital area of entertainers. Entertainers will not directly or indirectly touch the breasts or genital area of customers.
15. Any performance will be restricted to dancing and the removal of clothes. There will not be any other form of sexual activity or stimulation which, for the avoidance of doubt, includes kissing.
16. Sex toys must not be used and penetration of the genital area by any means must not take place.
17. Customers will not be permitted to throw money at the entertainers.

External appearance

18. There will be a notice displayed inside each entrance or doorway to the premises, clearly visible on entering the premises, which states the following:

ADULT ENTERTAINMENT

STRICTLY NO ADMITTANCE TO PERSONS UNDER 18 YEARS OF AGE

THIS PREMISES OPERATES A CHALLENGE 25 POLICY
PERSONS UNDER THE AGE OF 25 WILL BE REQUIRED TO SHOW PROOF OF AGE

19. The external appearance of the premises must be approved by the council in writing.
20. Any change to the external appearance must be approved by the council. The operator must advise of any change in writing including a drawing of the existing and proposed street elevation. This must be approved by the council before work is undertaken.
21. Access to the licensed area of the premises should be through a lobby area which is constructed in such a way that the inside of the licensed premises where relevant entertainment takes place is not visible to passing members of the public when the doors of the premises are opened.
22. Signage will only be illuminated between 10pm and 6am, and movable signs placed outside the premises will be removed between 6am and 10pm.

Advertising

23. Any written, visual or auditory advertisement material, posters, signage or window display must not be of a sexually explicit or suggestive nature, will not contain images or text of a sexually explicit, obscene or offensive nature and must be approved by the council in writing.

24. Leafleting/distribution of flyers will only be permitted in such a way where it does not cause public offence. This is regulated by the paid permit system authorising distribution of free printed material issued by Leeds City Council. The licensee will remove any leaflets from the Highways within a 100 metre radius of the premises by 6am. The licensee will have a flyer distribution policy to be approved by the Council.

Layout of premises

25. No access will be permitted through the premises to any other adjoining or adjacent premises except in the case of an emergency.
26. No alterations (including temporary alterations) will be made to the structure and installations on the premises, without the prior written consent of the council. This condition will not require notice to be given in respect of routine maintenance works. Where there is any doubt the licensee should seek advice from the council.

Management of the premises

27. The licensee, or a responsible person nominated by him in writing for the purpose of managing the venue ("the manager") will have personal responsibility for and be present on the premises whilst relevant entertainment is being performed. Any such nomination will be produced on demand to an authorised officer of the council or the police.
28. The licensee will ensure that any person nominated by him under the above:
- a) has been provided with a copy of the conditions relating to the premises and is fully conversant with them; and
 - b) is in possession of a written nomination referred to above at all times when they are in charge of and present on the premises.
29. The name of the person responsible for the management of the premises, whether the licensee or manager, will be displayed in a conspicuous position within the premises throughout the period during which he is responsible for the conduct of the premises.
30. Where the licensee is a body corporate, or an incorporated body, any change of director, company secretary or other person responsible for the management of the body will be notified in writing to the council within 14 days of such a change. Such details as the council may require in respect of the change of personnel will be furnished within 14 days of a request in writing from the council.
31. Where the licensee, director, company secretary, or responsible person nominated for the purpose of managing the venue ("the manager"), is convicted of an offence, they must, as soon as practicable after the conviction, inform the council of the conviction giving details of the nature and date of the conviction, and any sentence imposed.
32. The licensee will retain control over all parts of the premises and will not let, licence or part with possession of any part of the premises. The council must be notified immediately in the event that any part of the premises is affected by the termination of a lease or other event affecting the licensee's control of the premises.
33. The licensee will ensure that the public is not admitted to any part or parts of the premises that has not been approved by the council.
34. No persons under the age of 18 will be admitted to the premises.

35. The licensee will operate a Challenge 25 age verification policy. People under the age of 25 will be required to show proof of ID. A notice to this effect, in accordance with condition 18 will be displayed on the premises.
36. The licence holder will not employ any person under the age of 18 in any capacity.

Safety and security

37. A suitable CCTV system will be operational on the premises at all times when licensed activities are being carried out. The system will cover all public areas including booths and corridors but not including staff changing rooms or toilets. The system will conform to West Yorkshire Police guidelines (as attached to the licence) in respect of business related CCTV equipment. It will be adequately maintained and be capable of transporting recorded material onto removable media.
38. The siting of the CCTV system will be agreed with West Yorkshire Police prior to installation and will comply with that agreement at all times. Changes to the siting and standard of CCTV systems may only be made with the written consent of West Yorkshire Police.
39. CCTV security footage will be made secure and retained for a minimum period of 31 days time to the satisfaction of West Yorkshire Police. CCTV footage will be supplied to the police and authorised officers of the Council on request.
40. At all times that the premises are open to the public there will be a member of staff on duty who is conversant with operating the CCTV system and who is able to download immediately any footage requested by the police or an officer from the licensing authority or authorised agent.
41. Suitable numbers of SIA registered door staff (numbers to be subject to police and licensing authority approval) will be present on the premises during the performance of relevant entertainment.

Staff welfare

42. Entertainers will be aged no less than 18 years.
43. All premises that provide relevant entertainment will be expected to provide new entertainers with a pack of information. This pack will include:
 - a) A copy of the Sex Establishment Licence, including the conditions applied by the Licensing Committee.
 - b) Details of any other conditions applied by management of the premises
 - c) Details of how to report crime to the relevant authority
 - d) Details of insurance (public liability/personal)
 - e) Details of unions, trade organisations or other bodies that represent the interests of dancers/entertainers
 - f) A copy of the code of practice for entertainers
 - g) A copy of the code of conduct for customers
 - h) Fining policy
 - i) Pricing policy
44. The information provided in the pack will be provided in the dressing rooms.
45. All booths/areas for VIPs used for private dances must be visible to supervision and must not have closing doors or curtains that prevent performances from being observed.

46. All booths/areas for VIPs used for private dances must be directly supervised by either a SIA registered door supervisor, or a member of staff who has direct contact with SIA registered door supervisors working on the premises at all times the booths/areas are in use. Direct supervision does not include remote supervision by CCTV.
47. Entertainers will only be present in the licensed area in a state of nudity when they are performing on stage or providing a private dance.
48. Any person on the premises who can be observed from outside the premises will be properly and decently dressed.
49. The licensee will ensure entertainers have secure dressing rooms, facilities to secure valuables and proper sanitation facilities available to them.
50. The management will maintain a register which details any fines imposed on entertainers which will include the date, type of misdemeanour and amount fined.

Vessels, stalls and vehicles

51. Vehicles will not be used to obtain custom by means of personal solicitation or touting in such a way that causes concern or offence to the public or the licensing authority.
52. Any vehicle used to advertise the premises must comply with the advertising conditions. All forms of advertising on vehicles must be approved by the council prior to use.
53. Vehicles used to transport customers to or from the premises may require a licence issued by Leeds City Council Taxi and Private Hire Licensing or the Department for Transport. Details of any vehicles brought into service must be notified to the council in writing and details of any relevant licence issued by Leeds City Council Taxi and Private Hire Licensing, or the Department for Transport must be produced in advance of the vehicle being used.

Variation of conditions

54. The council may, at the time of grant or renewal of the licence, waive, modify or vary these conditions or impose additional conditions as appropriate.
55. The licensee may apply to the council to vary any of the terms of the licence.
56. Applications to vary conditions of the licence must be advertised by the licensee in the same manner as the application for the issue, renewal or transfer of the licence.

SEX SHOPS

General

1. Unless stated otherwise, the licence hereby granted will operate for one year from the date on the licence, after which it will cease to be in effect unless an application for renewal is submitted in the manner prescribed by the council.
2. The licence may be revoked by the council if at any time the holder is convicted of an offence of using the licensed premises, or other premises for which a similar licence has been granted, other than in accordance with the terms, conditions or restrictions of the licence or is convicted of any offence under any enactment defined in paragraph 1 of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 as amended.
3. The name of the premises must be approved by the council in writing. Any change to the name of the premises must be approved by the council in writing.

Exhibition of licence

4. The licence, or a clear copy, will be prominently displayed at all times so as to be readily and easily seen by all persons using the premises, the police, the fire authority and authorised officers of the council. A copy of the conditions attached to the licence will be kept on the premises and be available for inspection by an authorised officer of the council, or the police or fire authority.

Hours of opening

5. The premises will only be open to the public during the following hours:

Monday	Friday
Tuesday	Saturday
Wednesday	Sunday
Thursday	

Conduct on the premises

6. The licensee, or any other person concerned in the conduct or management of the premises, will only obtain custom by means of personal solicitation or touting from the premises in such a way that it does not cause concern to the public or the licensing authority. All literature used will not contain images or text of a sexually explicit, obscene or offensive nature.

External appearance

7. There will be a notice displayed on each entrance or doorway to the premises which states the following:

STRICTLY NO ADMITTANCE TO PERSONS UNDER 18 YEARS OF AGE

THIS PREMISES OPERATES A CHALLENGE 25 POLICY
PERSONS UNDER THE AGE OF 25 WILL BE REQUIRED TO SHOW PROOF OF AGE

8. The external appearance of the premises must be approved by the council in writing.
9. Any change to the external appearance must be approved by the council. The operator must advise of any change in writing including a drawing of the existing and proposed

street elevation. This must be approved by the council before work is undertaken.

10. The frontage of the licensed premises will be of such a nature that the inside of the licensed premises are not visible and the contents of the licensed premises should not be visible when the doors of the licensed premises is open.
11. There will be no illuminated or protruding signs fixed to the premises and no signs placed outside the premises.

Advertising

12. Any written, visual or auditory advertisement material, posters, signage or window display must not be of a sexually explicit or suggestive nature, will not contain images or text of a sexually explicit, obscene or offensive nature and must be approved by the council in writing.
13. Leafletting/distribution of flyers will only be permitted in such a way where it does not cause public offence. This is regulated by the paid permit system authorising distribution of free printed material issued by Leeds City Council. The licensee will remove any leaflets from the highways within a 100 metre radius of the premises. The licensee will have a flyer distribution policy to be approved by the council.

Layout of premises

14. No access will be permitted through the premises to any other adjoining or adjacent premises except in the case of an emergency.
15. No alterations (including temporary alterations) will be made to the structure and installations on the premises without the prior written consent of the council. This condition will not require notice to be given in respect of routine maintenance works. Where there is any doubt the licensee should seek advice from the council.

Management of the premises

16. The licensee, or a responsible person nominated by him in writing for the purpose of managing the venue ("the manager"), will have personal responsibility for and be present on the premises whilst the premises are open to the public. Any such nomination will be produced on demand to an authorised officer of the council or the police.
17. The licensee holder will ensure that any person nominated by him under the above:
 - a) has been provided with a copy of the conditions relating to the premises and is fully conversant with them; and
 - b) is in possession of a written nomination referred to above at all times when they are in charge of and present on the premises.
18. Where the licensee is a body corporate or an incorporated body, any change of director, company secretary or other person responsible for the management of the body will be notified in writing to the council within 14 days of such a change. Such details as the council may require in respect of the change in personnel will be furnished within 14 days of a request in writing from the council.
19. The licensee will retain control over all parts of the premises and will not let, licence or part with possession of any part of the premises. The council must be notified immediately in the event that any part of the premises is affected by the termination of a lease or other event affecting the licensee's control of the premises.
20. The licensee will ensure that the public is not admitted to any part or parts of the

premises that has not been approved by the council.

21. The holder of the licence will keep a record of all employees who are asked to work on the premises which will include their full name, date of birth, current and previous address and any convictions recorded against that person (subject to the Rehabilitation of Offenders Act 1984).
22. An authorised and certified copy of the full personal record or a record of an individual will be produced on demand to an authorised officer of the council or the police.
23. No persons under the age of 18 will be admitted to the premises.
24. The licensee will operate a Challenge 25 age verification policy and people under the age of 25 will be required to show proof of ID. A notice to this effect in accordance with condition 8 will be displayed on the outside of the premises.
25. The licence holder will not employ any person under the age of 18 in any capacity.

Video recordings

26. No moving picture will be provided on display at the licensed premises unless it is that of advertising videos on a loop system or allowing a prospective purchaser a short preview of films upon request, being no longer than 3 minutes in length.
27. Items sold, supplied for hire, exchange or used in any promotion/advertising must not contravene any current legislation i.e. Section 12 Video Recordings Act 1984, (as amended).

Vessels, stalls and vehicles

28. Vehicles will not be used to obtain custom by means of personal solicitation or touting in such a way that causes concern or offence to the public or the licensing authority.
29. Any vehicle used to advertise the premises must comply with the advertising conditions. All forms of advertising on vehicles must be approved by the council.
30. Vehicles used to transport customers to or from the premises may require a licence issued by Leeds City Council Taxi and Private Hire Licensing or the Department for Transport. Details of any vehicles brought into service must be notified to the council in writing and details of any relevant licence issued by Leeds City Council Taxi and Private Hire Licensing, or the Department for Transport must be produced in advance of the vehicle being used.

Variation of conditions

31. The council may, at the time of grant or renewal of the licence, waive, modify or vary these conditions or impose additional conditions as appropriate.
32. The licensee may apply to the council to vary any of the terms of the licence.
33. Applications to vary conditions of the licence must be advertised by the licensee in the same manner as the application for the issue, renewal or transfer of the licence.

SEX CINEMAS

General

1. Unless stated otherwise, the licence hereby granted will operate for one year from the date on the licence, after which it will cease to be in effect unless an application for renewal is submitted in the manner prescribed by the council.
2. The licence may be revoked by the council if at any time the holder is convicted of an offence of using the licensed premises, or other premises for which a similar licence has been granted, other than in accordance with the terms, conditions or restrictions of the licence or is convicted of any offence under any enactment defined in paragraph 1 of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 as amended.
3. The name of the premises must be approved by the council in writing. Any change to the name of the premises must be approved by the council in writing.

Exhibition of licence

4. The licence, or a clear copy, will be prominently displayed at all times so as to be readily and easily seen by all persons using the premises, the police, the fire authority and authorised officers of the council. A copy of the conditions attached to the licence will be kept on the premises and be available for inspection by an authorised officer of the council, or the police or fire authority.

Hours of opening

5. The premises will only be open to the public during the following hours:

Monday	Friday
Tuesday	Saturday
Wednesday	Sunday
Thursday	

Conduct on the premises

6. The licensee, or any other person concerned in the conduct or management of the premises, will only obtain custom by means of personal solicitation or touting from the premises in such a way that it does not cause concern to the public or the licensing authority. All literature used will not contain images or text of a sexually explicit, obscene or offensive nature.

External appearance

7. There will be a notice displayed on each entrance or doorway to the premises which states the following:

STRICTLY NO ADMITTANCE TO PERSONS UNDER 18 YEARS OF AGE

THIS PREMISES OPERATES A CHALLENGE 25 POLICY
PERSONS UNDER THE AGE OF 25 WILL BE REQUIRED TO SHOW PROOF OF AGE

8. The external appearance of the premises must be approved by the council in writing.
9. Any change to the external appearance must be approved by the council. The operator must advise of any change in writing including a drawing of the existing and proposed

street elevation. This must be approved by the council before work is undertaken.

10. The frontage of the licensed premises will be of such a nature that the inside of the licensed premises are not visible and the contents of the licensed premises should not be visible when the doors of the licensed premises is open.
11. There will be no illuminated or protruding signs fixed to the premises and no signs placed outside the premises.

Advertising

12. Any written, visual or auditory advertisement material, posters, signage or window display must not be of a sexually explicit or suggestive nature, will not contain images or text of a sexually explicit, obscene or offensive nature and must be approved by the council in writing.
13. Leafletting/distribution of flyers will only be permitted in such a way where it does not cause public offence. This is regulated by the paid permit system authorising distribution of free printed material issued by Leeds City Council. The licensee will remove any leaflets from the highways within a 100 metre radius of the premises. The licensee will have a flyer distribution policy to be approved by the council.

Layout of premises

14. No access will be permitted through the premises to any other adjoining or adjacent premises except in the case of an emergency.
15. No alterations (including temporary alterations) will be made to the structure and installations on the premises without the prior written consent of the council. This condition will not require notice to be given in respect of routine maintenance works. Where there is any doubt the licensee should seek advice from the council.

Management of the premises

16. The licensee, or a responsible person nominated by him for the purpose of managing the venue ("the manager"), will have personal responsibility for and be present on the premises whilst the premises are open to the public. Any such nomination will be produced on demand to an authorised officer of the council or the police.
17. The licensee holder will ensure that any person nominated by him under the above:
 - a) has been provided with a copy of the conditions relating to the premises and is fully conversant with them; and
 - b) is in possession of a written nomination referred to above at all times when they are in charge of and present on the premises.
18. Where the licensee is a body corporate or an incorporated body, any change of director, company secretary or other person responsible for the management of the body will be notified in writing to the council within 14 days of such a change. Such details as the council may require in respect of the change in personnel will be furnished within 14 days of a request in writing from the council.
19. The licensee will retain control over all parts of the premises and will not let, licence or part with possession of any part of the premises. The council must be notified immediately in the event that any part of the premises is affected by the termination of a lease or other event affecting the licensee's control of the premises.
20. The licensee will ensure that the public is not admitted to any part or parts of the

premises that has not been approved by the council.

21. The holder of the licence will keep a record of all employees who are asked to work on the premises which will include their full name, date of birth, current and previous address and any convictions recorded against that person (subject to the Rehabilitation of Offenders Act 1984).
22. An authorised and certified copy of the full personal record or a record of an individual will be produced on demand to an authorised officer of the council or the police.
23. No persons under the age of 18 will be admitted to the premises.
24. The licensee will operate a Challenge 25 age verification policy and people under the age of 25 will be required to show proof of ID. A notice to this effect in accordance with condition 8 will be displayed on the outside of the premises.
25. The licence holder will not employ any person under the age of 18 in any capacity.

Vessels, stalls and vehicles

26. Vehicles will not be used to obtain custom by means of personal solicitation or touting in such a way that causes concern or offence to the public or the licensing authority.
27. Any vehicle used to advertise the premises must comply with the advertising conditions. All forms of advertising on vehicles must be approved by the council.
28. Vehicles used to transport customers to or from the premises may require a licence issued by Leeds City Council Taxi and Private Hire Licensing or the Department for Transport. Details of any vehicles brought into service must be notified to the council in writing and details of any relevant licence issued by Leeds City Council Taxi and Private Hire Licensing, or the Department for Transport must be produced in advance of the vehicle being used.

Variation of conditions

29. The council may, at the time of grant or renewal of the licence, waive, modify or vary these conditions or impose additional conditions as appropriate.
30. The licensee may apply to the council to vary any of the terms of the licence.
31. Applications to vary conditions of the licence must be advertised by the licensee in the same manner as the application for the issue, renewal or transfer of the licence.

Appendix 2 Application Forms and Notices

SE1 Application for the grant of a sex establishment licence 33

This application form is for the grant of a new sex establishment licence. This should be completed by the proposed licensee.

SE2 Application for renewal of a sex establishment licence 43

This application form is for the annual renewal of an existing sex establishment licence.

SE3 Application for transfer of a sex establishment licence 48

This application form allows the current licence holder to transfer the licence to another party.

SE4 Application for variation of a sex establishment licence 52

This application form allows the current licence holder to vary the terms of an existing licence.

SE5 Information on Individuals 58

This form provides information about the applicant, their partners, the manager of the premises and the relief manager.

SE6 Example notice of application for a sex establishment licence 60

This is an example notice to advertise the application. The wording is suitable for the site notice and the newspaper advertisement. The notice does not have to be in this exact form but must include the wording.

SE7 Standard declaration 61

This standard declaration provides the wording the applicant should use to confirm that they have met the statutory requirement in relation to advertisement.

These forms are subject to change. The latest forms and guidance are available on the Leeds City Council website www.leeds.gov.uk or from Entertainment Licensing. Please contact Entertainment Licensing before making your application.

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

APPLICATION FOR THE GRANT OF A SEX ESTABLISHMENT LICENCE

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 AS AMENDED

Please read the following instructions

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.

Sexual Entertainment Venue

Sex Shop

Sex Cinema

APPLICANT DETAILS

1. Is the applicant:

An individual

(please answer questions 2, 5 to 9)

A company or other corporate body

(please answer questions 3, 5 to 9)

A partnership or other unincorporated body

(please answer questions 4, 5 to 9)

2. Full name of applicant (individual):

Former or previous names:

Home address:

Post town:

Post code:

Telephone numbers:

Date of Birth:

3 Name of applicant (company name):

Address of registered or principal office:

Post town:

Post code:

Registration number:

4. Name and address of applicant:

Names and addresses of applicant's partners (please use additional sheet):

<p>5. Are there any other persons responsible for the management of the premises/business other than the partners? Please state their names and addresses:</p>
<p>6. a. Has the applicant ever been known by any other name? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>b. Has the applicant ever been convicted of a criminal offence? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>c. Has the applicant ever been refused a sex establishment licence? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>d. Has the applicant ever had a sex establishment licence revoked? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>e. Has the applicant ever been served with a winding up petition? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If the answer to any of these questions is yes, please provide details:</p>
<p>7. Applicants' trading address or head office (other than the premises)</p>
<p>8. Will the business for which this a licence is sought be carried on for the benefit of a person other than the applicant? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If the answer is yes, state the name, address, place of registration, registered number and the identity of all directors, company secretary and those with a greater than 10% shareholding.</p>

9. Does the applicant operate any other sex establishments, licensed or otherwise? Please state name, address, and type of sex establishment of each.

PREMISES DETAILS

10. Please state the name the business will be known as:

11. Is the premises a Building Vehicle Vessel Stall

12. Where is it proposed to use the vehicle, vessel or stall?

13. Does the company propose to only operate on the internet? (answer Q14 to 19 only) YES NO

14. Premises address

Post town Post code

Telephone number at premises

15. Which part of the premises is to be used as a sex establishment?

16. Is the applicant owner lessee sub-lessee other

17. If the applicant is rents the property state:

a. Name and address of landlord

b. Name and address of the superior landlord:

<p>c. Total annual rental:</p> <p>d. Length of unexpired term:</p> <p>e. Notice required to terminate tenancy:</p>	
<p>18. Please provide details of the building management company (if appropriate):</p>	
<p>19. State the current use of the premises:</p>	
<p>20. Has planning permission, or a certificate of lawful use, been obtained for the use of the proposed premises?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>21. Can member of the public access the premises:</p> <p>a. Directly from the street?</p> <p>b. From other premises?</p> <p>c. Not at all? (internet sales only)</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>22. a. Numbers of door supervisors:</p> <p>b. Hours door supervision in place:</p>	
<p>23. Are the premises currently being used as a sex establishment?</p> <p>Please provide details of the business currently operating the business:</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

OPERATING SCHEDULE									
<p>24. Opening hours: (If internet sales only please tick here <input type="checkbox"/> and continue to Q23)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Monday</td> <td style="width: 50%;">Friday</td> </tr> <tr> <td>Tuesday</td> <td>Saturday</td> </tr> <tr> <td>Wednesday</td> <td>Sunday</td> </tr> <tr> <td>Thursday</td> <td></td> </tr> </table>		Monday	Friday	Tuesday	Saturday	Wednesday	Sunday	Thursday	
Monday	Friday								
Tuesday	Saturday								
Wednesday	Sunday								
Thursday									
<p>25. Has the applicant entered into any written or oral agreement in connection with the business, for example a management agreement, partnership agreement or profit share arrangement? Please provide details</p> <p>a. Please provide details of any lender, mortgage or others providing finance:</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>								

b. Please provide details of any merchandising agreements:

Premises management

26. Please state the name of the person who will be in day to day control of the premises (the manager).

.....

a. Will the manager be based at the premises YES NO

b. Will the management of the premises be the manager's sole occupation YES NO

27. Who will be in control of the premises in the manager's absence (relief manager)?

.....

a. Will the relief manager be based at the premises in the absence of the manager? YES NO

If you have ticked no to any of the above, please provide details

External appearance and advertising

28. Please describe the proposed exterior signage and advertising. Please include nature, content and size of each sign and any images to be used:

Please note that a drawing of the front elevation is required to be submitted with this application

29. Please describe how the interior of the premises is obscured to passers by:

30. Please describe any proposed window displays:

31. Please describe how the business is to be advertised, i.e. business cards, billboard advertising, personal solicitation, advertising on motor vehicles, radio or television advertising:

Policies and Operating Schedule

32. Please provide details of the age verification policy:

33. Please provide details of the CCTV arrangements:

34. State measures to be taken to prevent nuisance to residents and businesses in the vicinity:

35. State measures to be taken to promote public safety:

36. State measures to be taken to prevent crime and disorder:

37. State measures to be taken to protect children from harm:
38. State measures to ensure employees age and right to work in the UK:
39. Describe training and welfare policies:

Applications for Sexual Entertainment Venues Only	
40. Is the proposal for full nudity?	YES <input type="checkbox"/> NO <input type="checkbox"/>
41. Describe the nature of the entertainment, e.g. lap-dancing, pole dancing, stage strip-tease:	

<p>42. Please enclose a copy of the code of practice entertainers must abide by (or equivalent document), and describe how entertainers will be monitored to ensure compliance:</p>
<p>43. Please enclose a copy of the code of conduct customers must abide by (or equivalent document), and describe how customers will be monitored to ensure compliance:</p>
<p>44. Please enclose a copy of the welfare policy for performers (or equivalent document).</p>
<p>45. Does the business intend to provide vehicles to transport customers or performers to and from the premises? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Please enclose copies of the relevant licences issued by Taxi and Private Hire Licensing.</p>

<p>Further information</p>
<p>46. Please set out any further information you wish the authority to take into account.</p>
<p>47. Is there any information on this form you do not wish to be seen by members of the public? If so state which information and the reasons why you do not wish it to be seen.</p>

CHECKLIST & ENCLOSURES

Enclosures

- I have made or enclosed payment of the fee
- I have enclosed three sets of plans of the premises
- I have enclosed a drawing of the street elevation of the premises
- I have enclosed a completed form SE5 for each person mention in Q2, 3, 4, and 8
- I have enclosed a completed form SE5 for the Manager and Relief Manager (Q26 & 27)
- I have enclosed a copy of the company's staff welfare policy
- I have enclosed a copy of the code of practice for entertainers (if appropriate)
- I have enclosed a copy of the code of conduct for customers (if appropriate)
- I have enclosed a copy of the Dancers Welfare Pack (if appropriate)
- I have enclosed a copy of the licences for vehicles used in connection with the business (if appropriate).

Advertisement

- I declare that I have served notice of this application on West Yorkshire Police.
- I declare that a public notice advertising this application has today been displayed upon the proposed premises where it may be conveniently read by the public and will remain thereon for a period of 21 days. A copy of the notice (SE6) and the standard declaration (SE7) is enclosed.
- I declare that within seven days of the date of this application a public notice advertising this application will be publicised in the legal notices column of the local press.
- A copy of the relevant press edition will be forwarded to Entertainment Licensing
- I understand that if I do not comply with the above requirements my application will be rejected

Leeds City Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Any person who, in connection with an application for a grant, renewal or transfer of a sex establishment licence, makes a false statement which he knows to be false in any material respect of which he does not believe to be true is guilty of an offence and liable on summary conviction to a fine not exceeding £20,000

SIGNATURES

Signature of applicant or applicant's solicitor or other duly authorised agent. If signing on behalf of the applicant please state in what capacity.

Signature

Date

Capacity

Contact Name (where not previously given) and address for correspondence associated with this application	
Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)	

Guidance Notes

1. Please return this completed application form to:
Entertainment Licensing Department
Civic Hall
LEEDS
LS1 1UR
2. Please make cheques/postal orders payable to Leeds City Council.
3. The fee for the grant of a new sex establishments is **£2,800**
4. The applicant is responsible for serving notice of this application on the Licensing Officer, West Yorkshire Police, Millgarth Police Station, Millgarth Street, Leeds LS2 7HX.
5. Copies of this application will be forwarded to West Yorkshire Fire Service who will assess the application and inspect the premises, if necessary, to provide observations in relation to the structure, safety and suitability of the building for the purpose intended.
6. Furthermore, details of this application will be forwarded to the local Ward Members.
7. Requirements for layout plan
The plan must show:
 1. The layout of the premises including, e.g. stage, bars, cloakroom, WCs, performance area, dressing rooms.
 2. The extent of the boundary of the premises outlined in red
 3. The extent of the public areas outlined in blue
 4. Uses of different areas in the premises, e.g. performance areas, reception, staff facilities.
 5. Structures or objects (including furniture) which may impact on the ability of individuals to use exits or escape routed without impediment.
 6. Location of points of access to and egress from the premises.
 7. Any parts used in common with other premises.
 8. Position of CCTV cameras
 9. Where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor.
 10. The location of any steps, stairs, elevators or lifts.
 11. The location of any public conveniences, including disabled WCs.
 12. The location and type of any fire safety and other safety equipment.
 13. The location of the kitchen (if applicable).
 14. The location of emergency exits.

For further assistance or information please contact Entertainment Licensing on 0113 247 4095

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

APPLICATION FOR RENEWAL OF A SEX ESTABLISHMENT LICENCE

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 AS AMENDED

Please read the following instructions

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.

Sexual Entertainment Venue

Sex Shop

Sex Cinema

APPLICANT DETAILS

1. Is the applicant:

An individual

(please answer questions 2, 5 to 9)

A company or other corporate body

(please answer questions 3, 5 to 9)

A partnership or other unincorporated body

(please answer questions 4, 5 to 9)

2. Full name of applicant (individual):

Former or previous names:

Home address:

Post town:

Post code:

Telephone numbers:

Date of Birth:

3. Name of applicant (company name):

Address of registered or principal office:

Post town:

Post code:

Registration number:

4. Name and address of applicant:

Names and addresses of applicant's partners (please use additional sheet):

<p>5. Has there been any change to the persons responsible for the management of the premises/business other than the partners? Please state their names and addresses:</p>
<p>6. In the last 12 months (or since the licence was granted or last renewed):</p> <p>a. Has the applicant been convicted of a criminal offence? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>b. Has the applicant been refused a sex establishment licence? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>c. Has the applicant had a sex establishment licence revoked? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>d. Has the applicant been served with a winding up petition? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If the answer to any of these questions is yes, please provide details:</p>
<p>7. Will the business for which this renewal is sought be carried on for the benefit of a person other than the applicant? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If the answer is yes, state the name, address, place of registration, registered number and the identity of all directors, company secretary and those with a greater than 10% shareholding.</p>
<p>8. Has the applicant opened any other sex establishments, licensed or otherwise, in the last 12 months (or since the licence was last renewed)? Please state name, address, and type of sex establishment of each.</p>

PREMISES DETAILS

9. Premises name and address

Post town

Post code

Telephone number at premises

10. State the names of those responsible for managing the premises:

OPERATING SCHEDULE

11. Has the applicant entered into any new written or oral agreement in connection with the business since the grant of the licence, for example a management agreement, partnership agreement or profit share arrangement? Please provide details YES NO

12. Please provide details of any lender, mortgage or others providing finance:

13. Please provide details of any merchandising agreements:

Further information

14. Please set out any further information you wish the authority to take into account.

15. Is there any information on this form you do not wish to be seen by members of the public? If so state which information and the reasons why you do not wish it to be seen.

CHECKLIST & ENCLOSURES

Enclosures	
I have made or enclosed payment of the fee	<input type="checkbox"/>
I have enclosed a completed form SE5 for each person mention in Q2, 3, 4, and 8	<input type="checkbox"/>
I have enclosed a completed form SE5 for the Manager and Relief Manager (if changed)	<input type="checkbox"/>
Advertisement	
I declare that I have served notice of this application on West Yorkshire Police.	<input type="checkbox"/>
I declare that a public notice advertising this application has today been displayed upon the proposed premises where it may be conveniently read by the public and will remain thereon for a period of 21 days. A copy of the notice (SE6) and the standard declaration (SE7) is enclosed.	<input type="checkbox"/>
I declare that within seven days of the date of this application a public notice advertising this application will be publicised in the legal notices column of the local press.	<input type="checkbox"/>
A copy of the relevant press edition will be forwarded to Entertainment Licensing	<input type="checkbox"/>
I understand that if I do not comply with the above requirements my application will be rejected	<input type="checkbox"/>
Leeds City Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.	
Any person who, in connection with an application for a grant, renewal or transfer of a sex establishment licence, makes a false statement which he knows to be false in any material respect of which he does not believe to be true is guilty of an offence and liable on summary conviction to a fine not exceeding £20,000	

SIGNATURES

Signature of applicant or applicant’s solicitor or other duly authorised agent. If signing on behalf of the applicant please state in what capacity.	
Signature
Date
Capacity
Contact Name (where not previously given) and address for correspondence associated with this application	
Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)	

Guidance Notes

1. Please return this completed application form to:

Entertainment Licensing Department
Civic Hall
LEEDS
LS1 1UR
2. Please make cheques/postal orders payable to Leeds City Council.
3. The fee for a renewal of a sex establishment licence is **£2,800**
4. The applicant is responsible for serving notice of this application on the Licensing Officer, West Yorkshire Police, Millgarth Police Station, Millgarth Street, Leeds LS2 7HX.
5. Copies of this application will be forwarded to West Yorkshire Fire Service who will assess the application and inspect the premises, if necessary, to provide observations in relation to the structure, safety and suitability of the building for the purpose intended.
6. Furthermore, details of this application will be forwarded to the local Ward Members.

For further assistance or information please do not hesitate to contact Entertainment Licensing on 0113 247 4095

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

APPLICATION FOR THE TRANSFER OF A SEX ESTABLISHMENT LICENCE

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 AS AMENDED

Please read the following instructions

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.

Sexual Entertainment Venue

Sex Shop

Sex Cinema

APPLICANT DETAILS

1. Is the applicant:
- An individual (please answer questions 2, 5 to 9)
 - A company or other corporate body (please answer questions 3, 5 to 9)
 - A partnership or other unincorporated body (please answer questions 4, 5 to 9)

2. Full name of applicant:

Former or previous names:

Home address:

Post town :

Post code:

Telephone numbers:

Date of Birth:

3 Name of applicant (company name):

Address of registered or principal office:

Post town:

Post code:

Registration number:

4. Name of applicant:

Name of applicant's partners:

<p>5. Are there any other persons responsible for the management of the premises/business other than the partners? Please state their names:</p>
<p>6. a. Has the applicant been known by any other name? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>b. Has the applicant ever been convicted of a criminal offence? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>c. Has the applicant ever been refused a sex establishment licence? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>d. Has the applicant even had a sex establishment licence revoked? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>e. Has the applicant ever been served with a winding up petition? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If the answer to any of these questions is yes, please provide details:</p>
<p>7. Applicants' trading address or head office (other than the premises):</p>
<p>8. Will the business for which this a licence is sought be carried on for the benefit of a person other than the applicant? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If the answer is yes, state the name, address, place of registration, registered number and the identity of all directors, company secretary and those with a greater than 10% shareholding.</p>

9. Does the applicant operate any other sex establishments, licensed or otherwise? Please state name, address, and type of sex establishment of each.

OPERATING SCHEDULE

10. Please state the name and address of the business:

11. Has the applicant entered into any written or oral agreement in connection with the business, for example a management agreement, partnership agreement or profit share arrangement? Please provide details YES NO

12. Please provide details of any lender, mortgage or others providing finance:

13. Please provide details of any merchandising agreements:

Premises management

14. Please state the name of the person who will be in day to day control of the premises (the manager).

a. Will the manager be based at the premises YES NO

b. Will the management of the premises be the manager's sole occupation YES NO

15. Who will be in control of the premises in the manager's absence (relief manager)?

a. Will the relief manager be based at the premises in the absence of the manager? YES NO

If you have ticked no, please provide details

Further information
16. Please set out any further information you wish the authority to take into account.
17. Is there any information on this form you do not wish to be seen by members of the public? If so state which information and the reasons why you do not wish it to be seen.

CHECKLIST & ENCLOSURES	
Enclosures	
I have made or enclosed payment of the fee	<input type="checkbox"/>
I have enclosed a completed form SE5 for each person mention in Q2, 3, 4, and 8	<input type="checkbox"/>
I have enclosed a completed form SE5 for the Manager and Relief Manager	<input type="checkbox"/>
Advertisement	
I declare that I have served notice of this application on West Yorkshire Police.	<input type="checkbox"/>
I declare that a public notice advertising this application has today been displayed upon the proposed premises where it may be conveniently read by the public and will remain thereon for a period of 21 days. A copy of the notice (SE6) and the standard declaration (SE7) is enclosed.	<input type="checkbox"/>
I declare that within seven days of the date of this application a public notice advertising this application will be publicised in the legal notices column of the local press.	<input type="checkbox"/>
A copy of the relevant press edition will be forwarded to Entertainment Licensing	<input type="checkbox"/>
I understand that if I do not comply with the above requirements my application will be rejected	<input type="checkbox"/>
Leeds City Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.	
Any person who, in connection with an application for a grant, renewal or transfer of a sex establishment licence, makes a false statement which he knows to be false in any material respect of which he does not believe to be true is guilty of an offence and liable on summary conviction to a fine not exceeding £20,000	

SIGNATURES	
Signature of applicant or applicant's solicitor or other duly authorised agent. If signing on behalf of the applicant please state in what capacity.	
Signature	
Date	
Capacity	
Contact Name (where not previously given) and address for correspondence associated with this application	
Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)	

Guidance Notes

1. Please return this completed application form to:

 Entertainment Licensing Department
 Civic Hall
 LEEDS
 LS1 1UR
2. Please make cheques/postal orders payable to Leeds City Council.
3. The fee for the transfer of a sex establishment licence is **£2,800**
4. The applicant is responsible for serving notice of this application on the Licensing Officer, West Yorkshire Police, Millgarth Police Station, Millgarth Street, Leeds LS2 7HX.
5. Copies of this application will be forwarded to West Yorkshire Fire Service who will assess the application and inspect the premises, if necessary, to provide observations in relation to the structure, safety and suitability of the building for the purpose intended.
6. Furthermore, details of this application will be forwarded to the local Ward Members.

For further assistance or information please contact Entertainment Licensing on 0113 247 4095

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

APPLICATION FOR THE VARIATION OF A SEX ESTABLISHMENT LICENCE

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 AS AMENDED

Please read the following instructions

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.

Sexual Entertainment Venue

Sex Shop

Sex Cinema

APPLICANT DETAILS

1. Is the applicant:

An individual

(please answer questions 2, 5 to 9)

A company or other corporate body

(please answer questions 3, 5 to 9)

A partnership or other unincorporated body

(please answer questions 4, 5 to 9)

2. Full name of applicant:

Former or previous names:

Home address:

Post town :

Post code:

Telephone numbers:

Date of Birth:

3 Name of applicant (company name):

Address of registered or principal office:

Post town:

Post code:

Registration number:

4. Name of applicant:

Name of applicant's partners:

PREMISES DETAILS

5. Please state the name and address of the business:

6. Please describe fully the nature of your variation:

7. Are you seeking to alter change or remove any standard conditions?
Please provide details, including the condition number:

Premises management

8. Please state the name of the person who will be in day to day control of the premises (the manager).

-
- a. Will the manager be based at the premises YES NO
- b. Will the management of the premises be the manager's sole occupation YES NO

9. Who will be in control of the premises in the manager's absence (relief manager)?

-
- a. Will the relief manager be based at the premises in the absence of the manager? YES NO

If you have ticked no, please provide details

Further information
10. Please set out any further information you wish the authority to take into account.
11. Is there any information on this form you do not wish to be seen by members of the public? If so state which information and the reasons why you do not wish it to be seen.

CHECKLIST & ENCLOSURES	
Enclosures	
I have made or enclosed payment of the fee	<input type="checkbox"/>
I have enclosed three sets of plans of the premises (if appropriate)	<input type="checkbox"/>
I have enclosed a drawing of the street elevation of the premises (if appropriate)	<input type="checkbox"/>
I have enclosed a completed form SE5 for each person mention in Q2, 3, 4, 7 and 8	<input type="checkbox"/>
I have enclosed a completed form SE5 for the Manager and Relief Manager	<input type="checkbox"/>
Advertisement	
I declare that I have served notice of this application on West Yorkshire Police.	<input type="checkbox"/>
I declare that a public notice advertising this application has today been displayed upon the proposed premises where it may be conveniently read by the public and will remain thereon for a period of 21 days. A copy of the notice (SE6) and the standard declaration (SE7) is enclosed.	<input type="checkbox"/>
I declare that within seven days of the date of this application a public notice advertising this application will be publicised in the legal notices column of the local press.	<input type="checkbox"/>
A copy of the relevant press edition will be forwarded to Entertainment Licensing	<input type="checkbox"/>
I understand that if I do not comply with the above requirements my application will be rejected	<input type="checkbox"/>
Leeds City Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.	
Any person who, in connection with an application for a grant, renewal or transfer of a sex establishment licence, makes a false statement which he knows to be false in any material respect of which he does not believe to be true is guilty of an offence and liable on summary conviction to a fine not exceeding £20,000	

SIGNATURES	
Signature of applicant or applicant's solicitor or other duly authorised agent. If signing on behalf of the applicant please state in what capacity.	
Signature	
Date	
Capacity	
Contact Name (where not previously given) and address for correspondence associated with this application	
Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)	

Guidance Notes

1. Please return this completed application form to:
 Entertainment Licensing Department
 Civic Hall
 LEEDS
 LS1 1UR
2. Please make cheques/postal orders payable to Leeds City Council.
3. The fee for a variation of a sex establishment licence is **£900**
4. The applicant is responsible for serving notice of this application on the Licensing Officer, West Yorkshire Police, Millgarth Police Station, Millgarth Street, Leeds LS2 7HX.
5. Copies of this application will be forwarded to West Yorkshire Fire Service who will assess the application and inspect the premises, if necessary, to provide observations in relation to the structure, safety and suitability of the building for the purpose intended.
6. Furthermore, details of this application will be forwarded to the local Ward Members.

For further assistance or information please contact Entertainment Licensing on 0113 247 4095

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

INFORMATION ON INDIVIDUALS

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 AS AMENDED

Please read the following instructions

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.

PERSONAL DETAILS

1. Name:	
2. Former name (if any):	
3. Position in relation to applicant (i.e. director, partner, manager):	
4. Date of Birth:	5. Gender:
5. Permanent address:	
6. If resident at this address for less than 3 years, state previous address:	
7. Have you been resident in the UK for longer than 6 months?	YES <input type="checkbox"/> NO <input type="checkbox"/>
8. Have you ever been disqualified from holding a sex establishment licence? Please give details	YES <input type="checkbox"/> NO <input type="checkbox"/>
9. Have you ever been involved in the management of a business, whether as a proprietor, director, company secretary, partner, manager, supervisor or otherwise which has had any of the following types of licence refused, refused on renewal reviewed or revoked?	
a. Sex establishment licence	YES <input type="checkbox"/> NO <input type="checkbox"/>
b. Licence for the supply of alcohol	YES <input type="checkbox"/> NO <input type="checkbox"/>
c. Licence for the provision of entertainment, whether sexual or otherwise	YES <input type="checkbox"/> NO <input type="checkbox"/>
d. Personal Licence under the Licensing Act 2003	YES <input type="checkbox"/> NO <input type="checkbox"/>
Please give details:	

10. Have you ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere? If so, provide details of the date, convicting court, offence and penalty imposed.	YES <input type="checkbox"/> NO <input type="checkbox"/>
11. To your knowledge, are you currently the subject of any criminal investigate? If so please give details	YES <input type="checkbox"/> NO <input type="checkbox"/>
12. Have you ever had civil legal action taken against you? If so please give details	YES <input type="checkbox"/> NO <input type="checkbox"/>
13. Have you ever been declared bankrupt or entered into an arrangement with creditors or an Individual Voluntary Arrangement? If so please give details	
14. Have you ever been disqualified from acting as a company director? If so please give details	YES <input type="checkbox"/> NO <input type="checkbox"/>
15. Is there any other information which you believe the licensing authority would reasonably expect notice of, or you would like to licensing authority to take into account when considering information you supplied? If so please give details	YES <input type="checkbox"/> NO <input type="checkbox"/>
16. Is there any information in this form which you do not wish to be seen by members of the public? If so state which information and the reasons why you do not wish it to be seen.	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>Leeds City Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.</p> <p>Any person who, in connection with an application for a grant, renewal or transfer of a sex establishment licence, makes a false statement which he knows to be false in any material respect of which he does not believe to be true is guilty of an offence and liable on summary conviction to a fine not exceeding £20,000</p>	
SIGNATURES	
Signature
Date

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

EXAMPLE NOTICE OF APPLICATION FOR A SEX ESTABLISHMENT LICENCE

Sexual Entertainment Venue / Sex Cinema / Sex Shop (delete as appropriate)

Application has today been made to **LEEDS CITY COUNCIL** in accordance with Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982, for a grant/renewal/transfer/variation (delete as appropriate)

of a **SEX ESTABLISHMENT LICENCE** in respect of premises situated at:
(insert address of premises)

To operate as a sexual entertainment venue sex cinema sex shop

Signature(s) of Applicant(s)

Dated:

Any objections to this application should be made in writing **no later than 28 days** after the above date to:

Entertainment Licensing
Civic Hall
LEEDS
LS1 1UR

and also to the applicant:

Full name:

Address:

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

STANDARD DECLARATION

NOTICE OF APPLICATION FOR A SEX ESTABLISHMENT LICENCE

Sexual Entertainment Venue / Sex Cinema / Sex Shop

I/we

of

being the applicant, certify that I, on [date],
displayed a notice in the prescribed form in a conspicuous position on or near to
the premises situated at:

Signature of applicant:

Date:

To be returned to:
Entertainment Licensing
Civic Hall
LEEDS
LS1 1UR

Appendix 3 Contact details

**Leeds City Council
Entertainment Licensing**

Civic Hall
Leeds LS1 1UR

T: 0113 247 4095
F: 0113 224 3885
Entertainment.licensing@leeds.gov.uk

Application form, plan, fee, policies, notices and
declaration

West Yorkshire Police

Robert Patterson
Leeds District Licensing Officer
Millgarth Police Station
Leeds LS2 7HX

T: 0113 241 4023
bob.patterson@westyorkshire.pnn.police.uk

Notice of application

Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: Resources	Service area: Entertainment Licensing
Lead person: Susan Holden	Contact number: 0113 39 51863

1. Title:

Is this a:

Strategy / Policy

 Service / Function

 Other

If other, please specify

2. Please provide a brief description of what you are screening

The Sex Establishment Statement of Licensing Policy sets out the principles the council will use to exercise its functions under the Local Government (Miscellaneous Provisions) Act 1982 as amended. Applicants for sex establishment licences are expected to read the policy before making their application and the council will refer to the policy when making its decisions.

1. Relevance to equality, diversity, cohesion and integration

All the council’s strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender

reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).		
Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?	X	
Have there been or likely to be any public concerns about the policy or proposal?	X	
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?	X	
Could the proposal affect our workforce or employment practices?		X
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations 	X X X	

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity, cohesion and integration
If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.
Please provide specific details for all three areas below (use the prompts for guidance).
<ul style="list-style-type: none"> • How have you considered equality, diversity, cohesion and integration? (think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected) <p>The council's Licensing Committee formed a working group of licensing members and officers to develop a policy, set of standard conditions and application form to support the inclusion of sexual entertainment venues in the same legislation that currently licences sex shops and sex cinemas.</p> <p>During the development of the draft policy officers and licensing members invited views from organisations and people that would represent those people using and working within the service areas covered by this policy.</p>

This included:

- West Yorkshire Police - to discuss crime and disorder issues directly related to the operation of sexual entertainment venues
- LCCs Taxi and Private Hire Licensing - to discuss the issues relating to the vehicles associated with sexual entertainment venues who provide a transport service for customers
- LCCs Domestic Violence Team - to provide insight into women's issues, especially related to women who work in sexual entertainment venues.
- Leeds University, Sociology Dept - Prof Teela Sanders was invited to share her interim report on her research into Sexual Entertainment Venues. This work involved speaking with 300 dancers about their work and working conditions.

The working group considered the information provided by these groups and produced a first draft policy and set of conditions. The industry were invited to view the first draft with the view that the standard conditions would need to be practical and enforceable. The working group met with all eight existing sexual entertainment venue managers and their legal advisor at an open meeting where each of the provisions set out in the policy and conditions were reviewed.

In addition the working group visited four out of the eight premises during opening hours to view the practicality of the set of conditions.

This work was undertaken over a period of nine months with careful consideration given to equality, diversity and human rights at each step.

A final draft was produced and was provided for public consultation for 12 weeks. The council received 16 responses via the web form and in writing via email and letter. The working group considered these responses before producing the final policy, set of conditions and application forms/notices.

These document will be taken through the governance process, seeking approval from Executive Board. As this is an executive function the report will be available for call in by Resources and Council Services Scrutiny Panel.

• **Key findings**

(think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

1. West Yorkshire Police provided the information that sexual entertainment venues and sex shops do not give rise to concern in relation to reported crime. It was felt that the premises manage disorder in-house rarely allowing it to spill out onto the streets. The level of complaints to the Police about sex establishments is low. The police did feel that providing the people working within clubs a confidential crime reporting service would be beneficial as there was concern that the low levels of reported crime did not accurately reflect the actual crime occurring on the premises.
2. Leeds City Council's Taxi and Private Hire Licensing expressed concern about the number of unlicensed vehicles being used by sexual entertainment venues to transport customers to and from their premises. These vehicles should be licensed as private hire vehicles.
3. Prof Teela Sanders addressed the working group and discussed the issues that her research had uncovered. Briefly the dancers were concerned with:
 - Clearly displayed council rules in a number of places in the club: toilets, changing rooms etc
 - Offer a receipt for fines and fees – make sure fines and fees go through the books
 - Offer a receipt for dances where commission is taken
 - Monthly meetings to discuss rules, changes, get dancers' input
 - Prohibiting use of private booths
 - Insurance for the women
 - Limiting number of girls per capacity of club

The full research can be found at

<http://www.sociology.leeds.ac.uk/research/projects/regulatory-dance.php>

4. The Domestic Violence Team were pleased that women's issues and gender inequalities had already been considered in the first draft of the policy. They provided some assistance with the drafting of the section on equality in the policy. They supported the inclusion of the dancers welfare pack and offered to provide information in that pack and offered to work with the Police on the contents of the welfare pack by providing information relating to support after rape/sexual assault.
5. The industry made comments relating to the practicality of the conditions. In particular there was concern about the use of private booths. They reiterated that their main source of income is generated by the use of private booths and they are integral to their business.
6. The public consultation highlighted a number of concerns which echoed the concerns already considered around safety and welfare of women working within the clubs, the rights of pedestrians to use the streets without being harassed by clubs touting for business, the use of flyers, the discreetness of the clubs and their locations in sensitive areas.

• **Actions**

(think about how you will promote positive impact and remove/ reduce negative impact)

1. A Dancers Welfare Pack to be developed that would include information related to the confidential reporting of crime, rape crisis lines, Crime Stoppers etc.
2. A condition was inserted which related to the licensing of vehicles. LCCs Taxi and Private Hire Licensing will pursue enforcement on unlicensed vehicles.
3. Although a number of the concerns were outside of the scope of the policy, a number of conditions were added requiring:
 - a Dancers Code of Conduct and Customer Code of Conduct to be clearly displayed.
 - A fine register to be in place
 - Stricter controls on the use of private booths
 - Stricter requirement for CCTV and the supervision of booths
4. The Working Group were very pleased to receive the comments made by the Domestic Violence Team and will be seeking assistance from them in the development of the welfare pack.
5. The Working Group carefully analysed their concerns about the use of private booths. In the end the main concerns were relating to the use of the booths for illegal sexual activities, and the safety of the dancers. As a consequence, and on balance, the working group felt that these concerns can be mitigated by tighter security and supervision and that a complete ban on their use was not proportionate. The use of CCTV in booths is already in place, but the additional requirement of a person supervising the booths who is in contact with registered door supervisors would provide the balance of privacy for the customer and security for the dancers.
6. The working group carefully considered all the responses to the consultation. A report has been written which describes how the working group has responded to the consultation which is available on request. Briefly the working group examined each response carefully, and reviewed the draft policy to ensure that every point was considered. Conditions were clarified where necessary. The main themes of the responses were the same themes the working group considered when producing the draft policy, i.e. welfare of staff working in the clubs, the external appearance and advertising of the sexual entertainment venues, the advertisement of sex shops, the use of vehicles, the location of the premises.

A number of the respondents felt the only way to ensure the council is carrying out its responsibility to address inequalities by eliminating discrimination is to not licence any sexual entertainment venues. The working group considered this point in particular both at the start of the process and at the end of the public consultation. Businesses operating as sexual entertainment venues in Leeds have a right under the Human Rights Act to operate their business. Additionally everything the council does should be fair and proportionate. A nil policy on the licensing of sexual entertainment venues would expose the council to a legal challenge under human rights grounds. In addition the council felt that it is more effective to consider equality and diversity and to provide a policy and standard conditions that mitigate inequalities. Sexual entertainment venues employ hundreds of women as dancers. The working group felt that raising standards and providing a fair working environment was very important and this is better enabled and enforced through licensing.

A number of respondents were concerned that although the conditions appeared robust, they would be unenforceable. The council's Entertainment Licensing team employs 6 enforcement officers who ensure compliance with a number of licences, including those issued under the Licensing Act 2003 (alcohol and entertainment) and the Gambling Act 2005 (gaming and betting). The enforcement team currently ensure compliance with the city's 5 sex shops and have worked with sexual entertainment venues to ensure compliance with their current licences.

In addition the working group felt that it was important that the effectiveness of the licensing regime be evaluated periodically and have decided to review the policy, standard conditions and application process (including the forms) 18 months after the regime comes into force. This will allow all venues to operate for 12 months under the new conditions and for the initial "new business" inspections to have taken place. The business owners will have gone through two licensing processes; new and renewal. We believe this timescale allows enough time for a thorough testing of the system, but is soon enough to effect any change needed.

5. If you are **not already considering the impact on equality, diversity, cohesion and integration you **will need to carry out an impact assessment.****

Date to scope and plan your impact assessment:	
--	--

Date to complete your impact assessment	
---	--

Lead person for your impact assessment (Include name and job title)	
--	--

6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Nicola Raper	Section Head	8th June 2011
Cllr Armitage	Chair, Licensing Committee	8th June 2011

7. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

Please send a copy to the Equality Team for publishing

Date screening completed	8th June 2011
--------------------------	---------------

Date sent to Equality Team	
----------------------------	--

Date published (To be completed by the Equality Team)	
--	--

LICENSING COMMITTEE WORK PROGRAMME 2011/12- LAST UPDATED 18 July 2011 (hg)

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Items Currently Unscheduled			
Leeds PCT	Update on Alcohol Strategy and Health Matters		B
WYTSS	Test purchasing and other measures tackling under age sales		B
Regular Renewal of CRBs for Licence Holders	Review, timetable to be agreed having regard to necessary public consultation	Des Broster	
TPHL Policy Review – ongoing review of the policies/conditions	Timetable for the reviews was agreed Feb 11, the policies/conditions will return to the Committee at the conclusion of the necessary consultation period (to include driver licences nationality & immigration status checks)	Des Broster (Sept 2011 – Jan 2012)	DP
NVQ/VRQs for drivers	Review ongoing arising from the Working Group	Des Broster	DP
SEVs	w/c 11 June 2012 applications to be considered		
Casino	w/c 25 June 2012 training followed by Casino Stage 1 application process		

ITEM	DESCRIPTION	Officer	TYPE OF ITEM
Meeting date: 17 May 2011 - cancelled			
Meeting date: June 2011 - HELD			
Casino	Consultation & application pack	Sue Holden	B
Annual Governance arrangements	To note the Terms of Reference for the 11/12 Municipal Year and appoint Sub Committees	Gill Marshall	PM
Procedure Rules	To approve the Procedure Rules and note the Code of Practice for Determining Licensing applications	Gill Marshall	PM
Appeals	Outcome of recent appeals		

LICENSING COMMITTEE WORK PROGRAMME 2011/12- LAST UPDATED 18 July 2011 (hg)

ITEM	DESCRIPTION	Officer	TYPE OF ITEM
Meeting date: 26 July 2011			
SEVs	Report on Policy and consultation responses	Sue Holden	DP
HC Trade Forum Constitution	Information report	John Mulcahy	DP
Meeting date: 16 August 2011			
Leeds Festival	Update prior to the Festival during August Bank Holiday	S Holder	B
Meeting date: 13 September 2011			
City Centre Quarterly Update	Discussion on city centre premises, licensing and policing	WYP	B
City Centre Night Time economy	Discussion on the night time strategy & economy	Clare McCall	B
Meeting date: 18 October 2011			
Planning & Licensing		Chris Sanderson & Sue Holden	B
Police Reform Bill	Update on the progress of the Police Reform Bill	Sue Holden	B
Meeting date: November 2011			

LICENSING COMMITTEE WORK PROGRAMME 2011/12- LAST UPDATED 18 July 2011 (hg)

ITEM	DESCRIPTION	Officer	TYPE OF ITEM
Meeting date: December 2011			
Meeting date: January 2012			
City Centre Quarterly Update	Discussion on city centre premises, licensing and policing	WYP	B
Meeting date: February 2012			
Meeting date: March 2012			
Meeting date: April 2012			
City Centre Quarterly Update	Discussion on city centre premises, licensing and policing	WYP	B

LICENSING COMMITTEE WORK PROGRAMME 2011/12- LAST UPDATED 18 July 2011 (hg)

ITEM	DESCRIPTION	Officer	TYPE OF ITEM
Meeting date: May 2012			

Key:

RP – Review of existing policy

DP – Development of new policy

PM – Performance management

B – Briefings

SC – Statutory consultation