



LICENSING SUB-COMMITTEE

**MEETING TO BE HELD IN CIVIC HALL, LEEDS ON
MONDAY, 28TH OCTOBER, 2013 AT 10.00 AM**

MEMBERSHIP

Councillors

G Hyde - Killingbeck and Seacroft;
C Townsley - Horsforth;
M Harland - Kippax and Methley;

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

**Helen Gray
247 4355**

A G E N D A

Item No	Ward	Item Not Open		Page No
1			<u>PRELIMINARY PROCEDURES</u> ELECTION OF THE CHAIR	
2			APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded) (*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)	

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

Item No	Ward	Item Not Open		Page No
5			<p>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p> <p><u>HEARINGS</u></p>	
6			<p>APPLICATION TO VARY A PREMISES LICENCE HELD BY ASDA SUPERMARKET 34 GREEN ROAD, MEANWOOD, LEEDS, LS6 4JP</p> <p>To consider the report of the Head of Licensing and Registration for an application to vary a premises licence, made by Asda Stores Limited, for Asda Supermarket 34 Green Road, Meanwood, Leeds, LS6 4JP</p>	1 - 38
7			<p>APPLICATION TO VARY A PREMISES LICENCE HELD BY ASDA STORES LTD FOR ASDA SUPERMARKET OLDFIELD LANE, WORTLEY, LEEDS, LS12 4BP</p> <p>To consider the report of the Head of Licensing and Registration for an application to vary a premises licence held by Asda Stores Ltd for Asda Supermarket Oldfield Lane, Wortley, Leeds, LS12 4BP</p>	39 - 62
8			<p>APPLICATION FOR THE GRANT OF A PREMISES LICENCE FOR EURO MIX FOOD 21 - 23 NEW YORK STREET, LEEDS, LS2 7DT</p> <p>To consider the report of the Head of Licensing and Registration for an application for the grant of a premises licence, made by Mr Darius Sinkevic, for Euro Mix Food 21 - 23 New York Street, Leeds, LS2 7DT.</p>	63 - 102



Report author: Mr Shaam Amin
0113 2474095

Report of the Head of Licensing and Registration

Report to the Licensing Sub Committee

Date: 28th October 2013

Subject: Application to vary a premises licence held by Asda Supermarket 34 Green Road, Meanwood, Leeds, LS6 4JP

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

Summary of main issues

This is an application to vary a premises licence, made by Asda Stores Limited, for Asda Supermarket 34 Green Road, Meanwood, Leeds, LS6 4JP

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

This application has attracted representations from other person and a responsible authority.

Purpose of this Report

1.1 To advise Members of an application made under section 34 of the Licensing Act 2003 ("the Act") for a premises licence in respect of the above mentioned premises.

1.2 Members are required to consider this application due to the receipt of representations.

2.0 History of Premises

2.1 This premises currently has the benefit of premises licence which allows the sale by retail of alcohol Monday to Saturday – 08:00 until 23:00 hrs & Sunday – 10:00 until 22:30 hrs.

2.2 A copy of the existing licence is attached at Appendix A

3.0 The Application

3.1 The applicant is Asda Stores Limited

3.2 The application form may be found at Appendix B to this report.

3.3 In summary the application is for

Supply of alcohol off the premises
06:00 until 00:00 hrs Everyday

Late Night Refreshment
23:00 until 00:00 hrs Everyday

Times when the premises will be open to the public
06:00 until 00:00 hrs Everyday

Non Standard Timings
No non-standard timings for bank holidays or special occasions are proposed

4.0 Other matters relevant to the application

4.1 Equality and Diversity / Cohesion and Integration

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

5.0 Steps to promote the Licensing Objectives

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

6.0 Location

6.1 A map which identifies the location of this premises is attached at Appendix C.

7.0 Representations

7.1 Under the Act representations can be received from responsible authorities or other persons. Representations must be relevant and, in the case of another person, must not be frivolous or vexatious.

7.2 Representations from Responsible Authorities

7.2.1 A representation has been received from Environmental Health in their capacity as a responsible authority.

7.2.2 The representation submitted by Environmental Health remains as a matter for Members consideration. A copy of which may be found at Appendix D.

Other representations

7.2.3 The application has attracted representation from other persons.

7.2.4 The licensing section is in receipt of two individual letters of objection, both objections are opposing the application of the grounds of public nuisance.

7.2.5 Copies of the representations will be available at the hearing for Members consideration.

8.0 Options Available to Members

8.1 The Licensing Sub-Committee must take such of the following steps as it considers appropriate for the promotion of the licensing objectives:

- Grant the variation as requested.
- Grant the variation whilst imposing additional conditions and/or altering in any way the proposed operating schedule.
- Exclude any licensable activities to which the application relates.
- Reject the whole or part of the application.

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

9.0 Background Papers

- Guidance issued under s182 Licensing Act 2003
- Leeds City Council Licensing Policy
- Representations received from Other persons

This page is intentionally left blank

Premises Licence

Part A

Schedule 12 Licensing Act 2003

Initial licence from:

12th August 2005

Current Licence effective from:

12th April 2013

Part 1 – Premises details

Postal address of premises, or if none, ordnance survey map reference or description

Asda Supermarket, 34 Green Road, Meanwood, Leeds, LS6 4JP

Licensable activities authorised by this licence

Sale by retail of alcohol,

Times the licence authorises the carrying out of licensable activities

All activities

Monday to Saturday

08:00 - 23:00

Sunday

10:00 - 22:30

The opening hours of the premises

The hours of licensable activities for the premises are as above. There are no regulated opening hours for non-licensable activities.

Alcohol is sold for consumption off the premises

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Asda Stores Limited
Asda House
Great Wilson Street
Leeds
LS11 5AD

Daytime Contact Telephone Number: 01132 435 435

Registered number of holder, for example company number, charity number (where applicable)

Registered business number: 464777

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Gillian Howen
Foalcote Farmhouse
Fountains
Ripon
HG4 3AN

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Personal licence number: LN/19911939

Licensing authority: Council Of The Borough Of Harrogate

Licence issued under the authority of Leeds City Council



Mrs Emma White
Licensing Officer
Entertainment Licensing
Licensing and Registration

Annex 1 – Mandatory Conditions

1. No supply of alcohol may be made under this licence
 - a. At a time when there is no designated premises supervisor in respect of the premises licence, or
 - b. At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

Embedded Restrictions

4. Alcohol shall not be sold or supplied except during permitted hours.

In this condition, permitted hours means:

- a. On weekdays, other than Christmas Day, 8 a.m. to 11 p.m.
 - b. On Sundays, other than Christmas Day, 10 a.m. to 10.30 p.m.
 - c. On Christmas Day, 12 noon to 3 p.m. and 7 p.m. to 10.30 p.m.
5. The above restrictions do not prohibit:
 - a. the ordering of alcohol to be consumed off the premises, or the despatch by the vendor of the alcohol so ordered;
 - b. the sale of alcohol to a trader or club for the purposes of the trade or club;
 6. Alcohol shall not be sold in an open container or be consumed in the licensed premises.

Annex 2 – Conditions consistent with the operating schedule

Additional details in respect of licensable activities authorised by this licence

All activities

Non standard timings: None

Seasonal variations to opening hours: None

Conditions consistent with the operating schedule relating to the licensing objectives

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

None

Annex 4 – Plans

The plans for these premises are as those submitted with the application. A copy of which is held by Leeds City Council licensing authority.

Please refer to drawing number SP-GF-NE-4545-01.

Premises Licence

Premises licence number:

PREM/01004/006

Initial licence from:

12th August 2005

Part B

Schedule 12 Licensing Act 2003

Current Licence effective from:

12th April 2013

Premises Address Asda Supermarket, 34 Green Road, Meanwood, Leeds, LS6 4JP,

Licensable activities authorised by this licence

Sale by retail of alcohol,

Times the licence authorises the carrying out of licensable activities

All activities

Monday to Saturday

08:00 - 23:00

Sunday

10:00 - 22:30

The opening hours of the premises

The hours of licensable activities for the premises are as above. There are no regulated opening hours for non-licensable activities.

Alcohol is sold for consumption off the premises

Premises licence holder(s):

Asda Stores Limited, Asda House, Great Wilson Street, Leeds, LS11 5AD

Registered number of holder(s):

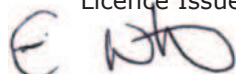
464777

Designated premises supervisor:

Gillian Howen

Access to the premises by children is unrestricted.

Licence Issued under the authority of Leeds City Council



Mrs Emma White
Licensing Officer
Entertainment Licensing
Licensing and Registration

Licence produced on 30/04/2013
by Mrs Emma White

This page is intentionally left blank

Insert name and address of relevant licensing authority and its reference number (optional)

Licensing Dept
Leeds City Council

Application to vary a premises licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We ASDA STORES LTD
(Insert name(s) of applicant)

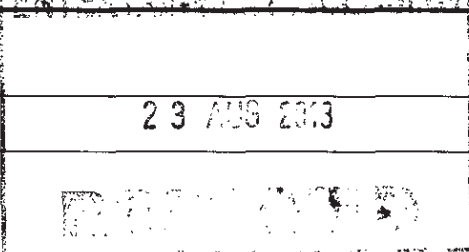
being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number
PREM/01004/006

Part 1 - Premises Details

Postal address of premises or, if none, Ordnance Survey map reference or description ASDA SUPERMARKET 34 GREEN ROAD MEANWOOD	
Post town LEEDS	Post code LS6 4JP
Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ 54,000.00

Part 2 - Applicant Details

Daytime contact telephone number	0113 826 3865	
E-mail address (optional)		
Current postal address if different from premises address	ASDA HOUSE SOUTHBANK GREAT WILSON STREET	
Post town	LEEDS	Post code LS11 5AD

Part 3 - Variation

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible? Yes No

If not, from what date do you want the variation to take effect?
 DD MM YYYY

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1) Yes No

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

Please describe briefly the nature of the proposed variation (Please see guidance note 2)

1. TO PERMIT THE SALE BY RETAIL OF ALCOHOL FROM 06.00 TO 24.00 MONDAY TO SUNDAY INCLUSIVE
2. TO PERMIT LATE NIGHT REFRESHMENT FROM 23.00 TO 24.00 MONDAY TO SUNDAY INCLUSIVE
3. TO REMOVE CERTAIN CONDITIONS INCLUDING THE RESTRICTION ON THE SALE OF ALCOHOL ON CHRISTMAS DAY AND GOOD FRIDAY.
4. TO ADD CONDITIONS

Part 4 - Operating Schedule

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

Provision of regulated entertainment

Please tick all that apply

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

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

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

In all cases complete boxes K, L and M

A

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

B

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

C

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

D

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

E

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

F

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

G

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

H

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

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both - please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
Day	Start	Finish	Please give further details here (please read guidance note 4)					
Mon	23.00	24.00						
Tue	23.00	24.00						
Wed	23.00	24.00				State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Thur	23.00	24.00						
			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 6)					
Fri	23.00	24.00						
Sat	23.00	24.00						
Sun	23.00	24.00						

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption - please tick (please read guidance note 8)	On the premises	<input type="checkbox"/>			
				Off the premises	<input checked="" type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	State any seasonal variations for the supply of alcohol! (please read guidance note 5)					
Mon	06.00	24.00						
Tue	06.00	24.00						
Wed	06.00	24.00				Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		
Thur	06.00	24.00						
Fri	06.00	24.00						
Sat	06.00	24.00						
Sun	06.00	24.00						

K

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

NONE

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon			<p>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)</p> <p>AS EXISTING</p>
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

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

TO REPLACE THE PERMITTED HOURS FOR THE SALE BY RETAIL OF ALCOHOL WITH THE TIMES SET OUT IN BOX J ABOVE.

TO REMOVE ALL EMBEDDED RESTRICTIONS FROM THE LICENCE - PLEASE SEE SCHEDULE ATTACHED

Please tick as appropriate

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

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

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

M

Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

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

All staff shall be trained in the premises licence holder's procedures which include liquor licensing and all checkout operators and their team trainers shall have additional training in the sale of alcohol.

b) The prevention of crime and disorder

The premises to have internal & external CCTV cameras. The CCTV system will be registered in accordance with the Data Protection Act. The system will be capable of continuously recording and copies of such recordings shall be kept for a period of not less than 31 days and handed to a police constable or authorised person upon request. The system shall be maintained in working order & recordings will be made for each trading period conducted at the premises. Adoption of challenge 25 or similar proof of age scheme which is recognized by the police. The proof of age scheme shall be effected by the inspection of a recognized form of photographic identification such as passport, photo driving licence, proof of age card or any other form of identification agreed with the police. If the appropriate proof of age is not produced there will be no sale. Notices are to be prominently displayed advising customers of the challenge 25(or similar scheme) policy

c) Public safety

The premise licence holder seeks to comply with the requirements of the health and safety legislation.

d) The prevention of public nuisance

External CCTV system in place to deter anti-social behaviour.

e) The protection of children from harm

All stores will have a till prompt system for age restricted products. Adoption of challenge 25 or similar proof of age scheme which is recognized by the police. The proof of age scheme shall be effected by the inspection of a recognized form of photographic identification such as passport, photo driving licence, proof of age card or any other form of identification agreed with the police. If the appropriate proof of age is not produced there will be no sale. Notices are to be prominently displayed advising customers of the challenge 25 (or similar scheme) policy.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee; or
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I understand that I must now advertise my application.
- I have enclosed the premises licence or relevant part of it or explanation.
- I understand that if I do not comply with the above requirements my application will be rejected.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 5 - Signatures (please read guidance note 11)

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

Signature	Gosschalks
Date	22nd August 2013
Capacity	Solicitors for and on behalf of the applicants

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	
<p>Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 14) Gosschalks Solicitors Queens Gardens Hull East Yorkshire</p>	
Post town	Post code HU1 3DZ
Telephone number (if any)	01482 324252
<p>If you would prefer us to correspond with you by e-mail, your e-mail address (optional) janet_braithwaite@gosschalks.co.uk</p>	

Notes for Guidance

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

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

CONDITIONS TO BE REMOVED

Embedded restrictions attached to the licence by virtue of grandfather rights.

Alcohol shall not be sold or supplied except during permitted hours.

In this condition, permitted hours means;-

- a. On weekdays other than Christmas Day, 8 am to 11 pm
- b. On Sundays other than Christmas Day, 10 am to 1.30 pm
- c. On Christmas Day, 12 noon to 3 pm and 7pm to 10.30 pm

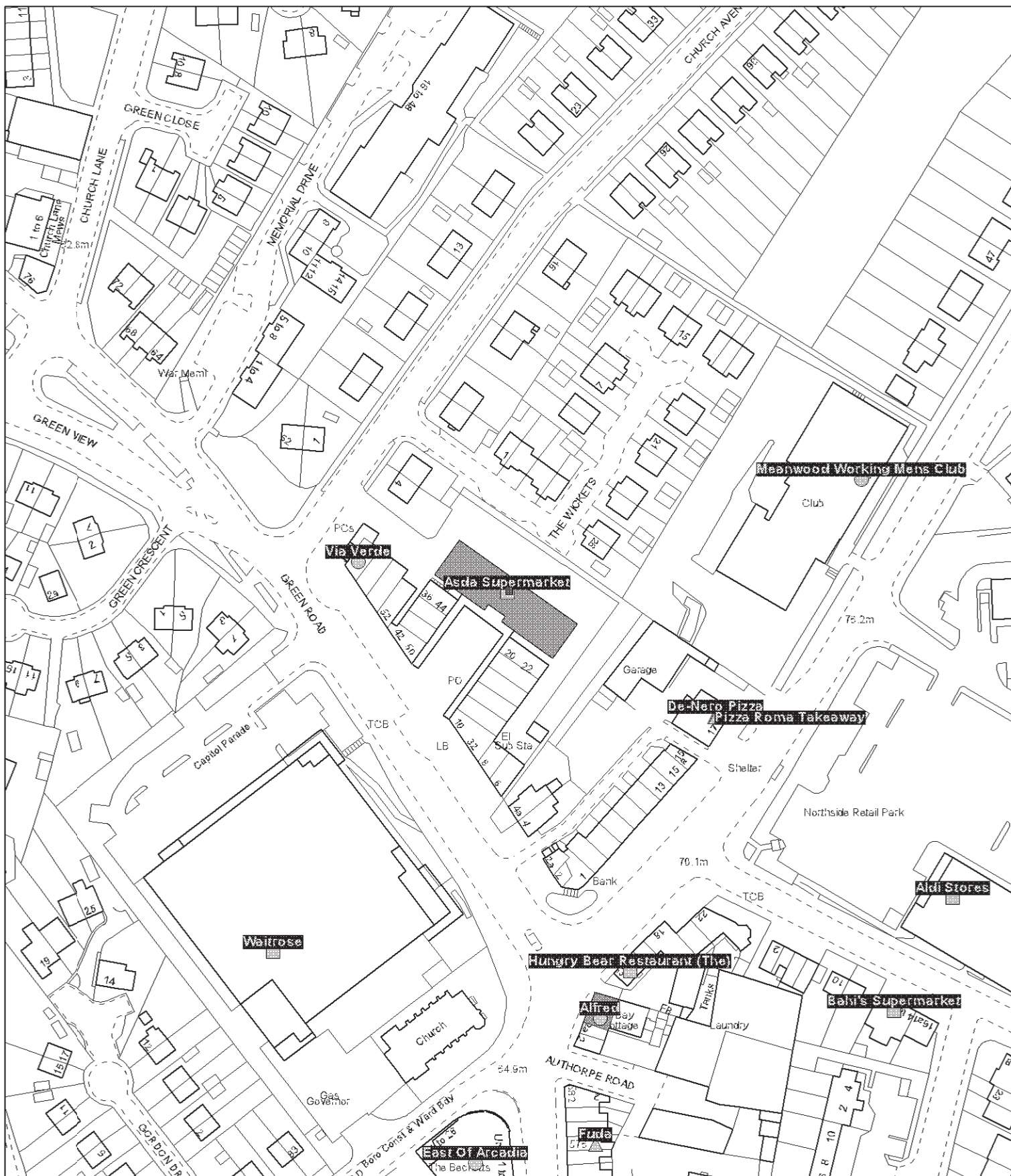
The above restrictions do not prohibit;-

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

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

Alcohol shall not be sold in an open container or be consumed in the licensed premises.

This page is intentionally left blank







This map is based upon the Ordnance Survey's digital data with the permission of the Ordnance Survey on behalf of the controller of Her Majesty's Stationary Office

© Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings

Leeds City Council O.S. Licence No 1000019567

© Crown Copyright all rights reserved

Key

	On licence		Late night refreshment
	Off licence		Other

This page is intentionally left blank



Gosschalks Solicitors
Queens Gardens
Hull
East Yorkshire
HU1 3DZ

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

FAO Janet Braithwaite

Contact: Michael ward
Tel: 0113 3951414
Fax: 0113 247 6282

Our reference: PREM/01004/007
4 October 2013

Dear Madam

Licensing Act 2003

Name of Premises: Asda Supermarket

Address: 34 Green Road, Meanwood, Leeds, LS6 4JP

Thank you for submitting your application for the above premises.

We are of the opinion that your application contains insufficient information about how you intend to meet the licensing objective of the prevention of public nuisance. We therefore confirm that we are submitting a formal objection to your application.

We base our objection on the following matters:

1. Noise disturbance from the coming and going of customers and their vehicles as they access and use the square and car parking to the front of the store and the car park to the rear.
2. Noise disturbance from activities associated with running the store including that from staff closing and leaving the store.
3. Light disturbance from a large green light in the shape of the 'ASDA' logo that is positioned on the side of the store adjacent the delivery and rear customer car parking access.
4. The potential for the alleged sources of nuisance described in items 1 to 3 above to continue into hours where such disturbance may adversely affect sleep and further loss of the enjoyment of home life.

We base our objection on experience including that specifically associated with the store as based on allegations received from members of the public.



Having read the matters we describe below if you feel we should consider anything else please do not hesitate to contact us. We also remind you we have outstanding questions regarding certain matters relating to your application.

Description of the surrounding area.

Please refer to appendices 1 and 2 (site plans from our database system) and photographs numbers 1 to 9 that show views of the front, side and of rear of applicant premises and its surroundings.

ASDA Meanwood faces a paved square that it shares with a DIY shop, clothes shop, a charity shop and post office. The retail outlets enclose the square on three sides. Immediately outside of the square to the left (as facing it) are a vet, hairdressers, a takeaway, a restaurant and furthest at about 45m from the front of ASDA are small offices. Across Green Road is a Waitrose store with its own car park provision. On the area outside of the square on Green Road to the right is a Doctors surgery and the furthest unit is a café at about 65m from the frontage of ASDA.

None of the opening hours operated by the other outlets outlined above go beyond 22:30 hours on any day. Most close considerably earlier.

ASDA Meanwood also shares the courtyard with about 9 residential flats. The flats are situated above the smaller retail units with windows overlooking the square and some with windows overlooking the rear car park.

The square has limited lighting and seating provided. The main road at the front has parking bays for about fifteen vehicles at the road side. About half of the bays are positioned facing the square where they may be overseen by the flats. There is an access road at the left hand side of ASDA Meanwood from Church Avenue that offers further car parking for about thirty vehicles and access for delivery and waste collection vehicles. This access road adjoins a garden boundary fence of a nearby house and is 5M from the side elevation of the house.

The L-shaped car park to the rear has housing overlooking three of its sides. It is about 14M from the windows of the flats that overlook it and between 20M and 25M from housing on Church Avenue and The Wickets. The car park has two refuse bins and fixed refrigeration plant situated within it. Staff have been observed to use the car park as a place to smoke.

The car park has poorly maintained wooden slat fencing at its boundary to The Wickets, which is elevated a little above ground level so the fence tops are about 3m high. Two simple signs have been provided in the car park, presumably by ASDA to remind customers to respect neighbours and not sound their horns. One of the signs is in disrepair and folded over.

Description of the store.

The applicant premises has existed for many years. ASDA now occupies the premises formerly occupied by Netto. The premises licence enabled Netto to sell alcohol Mondays to Saturdays 08:00 to 23:00 and Sundays 10:00 to 22:30. Although I am not certain whether Netto traded to the full extent of those hours, they are the hours also currently permitted for ASDA to sell Alcohol. It appears however that ASDA operates opening hours of 08:00 to 22:00 Monday to Saturday and 10:00 to 16:00 on Sundays as described in their website and signage.

ASDA not only offer alcohol at Meanwood, but also food to go and hot chicken.

The applicant is applying for an extension of hours to allow the supply of alcohol between 06:00 and midnight every day of the week. In addition it asks to provide late night refreshment both on and off the premises until midnight.

ASDA Meanwood is not one of the larger stores but is of sufficient size to offer a comprehensive range of products that one might expect to find in most supermarkets. It also provides a click and collect service. It is expected that the full range of goods will be available for sale if the application to vary the licence were granted. This may attract others to the store, not just those intending to purchase alcohol or late night refreshment.

Complaint history for the area about 100m around the store:

There are no relevant complaints arising from any other premises within the radius stated. Relevant complaints are considered to be ones that could come about as a result of early morning or later night time activities.

Complaint history specific to the applicant premises.

The premises have attracted complaints including alleged noise from deliveries, bin collections, plant noise from cooling fans, and alleged nuisance from lighting. Complaints have arisen from residents on Green Road, Green Crescent, Church Avenue and The Wickets. The complaint history shows that the application site has sensitive premises in many areas close by.

The most recent complaints received allege the following:

23/07/2012: Noise from industrial machinery emptying the bins behind the store of the car park every Wednesday morning between 05.00- 05.45. The complainant is from The Wickets.

22/08/2012: There is a lot of noise that comes from the refrigerators in the store. The complainant is from The Wickets.

16/08/2013: Customer reports that Asda have started turning their large illuminated green sign at dusk and before dawn. It is sometimes not turned off until 1am in the morning and is switched back on as early as 5.30. The neon green light is disturbing customers sleep. The complainant is from Church Avenue:

The last of the above three complaints is still open and an investigation is currently ongoing.

Complaints associated with supermarkets and similar businesses.

Our database and experience show that a third of supermarkets and similar premises, large and small cause complaints alleging various sources of nuisance.

The following information considers alleged nuisance from issues that could be made worse by extended opening / operating hours. For example we have not considered allegations of noise from refrigeration as we can reasonably expect that such plant would run all day.

The most likely cause for complaint affected by opening / operating hours of any supermarket or similar premises is due to noise from deliveries late at night or early morning. Complaints

involving deliveries account for 70% of all such complaints within the parameters set out above.

The applicant has said that deliveries take place once per day on Monday to Saturday after 07:30 a.m. This reassurance does not mention any potential for deliveries late at night. As the scope of the licensing application relates to the supply of alcohol and late night refreshment (hot food) any condition applied would also be so limited and potentially ineffective.

Noise from collection of waste from bins accounts for 10% of all complaints within the parameters set out above. Although the applicant has stated that waste collection takes place between 20:00 and 21:00 hours on either, Tuesday, Wednesday or Thursday, we consider that extended opening hours offers scope for additional flexibility to the collector. We consider based on our experience that such times are subject to change and that there is a potential for later collection. The scope of the licensing legislation means that a condition would have limited potential for enforcement if not met. We believe there is no planning condition for the premises regarding the times that waste should be collected.

The second most likely cause for complaint (within the parameters set) is that arising from people and their vehicles using the outside areas. Complaints alleging noise from such sources account for just over 11% of all complaints.

The applicant has said that they provide CCTV to deter anti-social behavior. The applicant describes no other detail, for example what they would do where they to find anti-social behavior or where the CCTV is set up. Noise from people and their vehicles need not come about as a result of anti-social behavior.

Two public objections outline the concerns of disturbance from noise from people outside. In so doing the objectors allege that such noise is a problem already. Most noise from such sources cannot be resolved by the primary legislation available to abate nuisance (The Environmental Protection Act 1990) as it comes from the street. Careful control of the hours the business is open / operating is more likely to resolve such disturbance. It appears that ASDA Meanwood has no planning conditions to that end. Licensing legislation offers an effective means of preventing noise from such sources, through objection or review. As already mentioned ASDA Meanwood does not operate up to its current licensable hours at present. Before the public objection we were not aware of any complaints relating to such noise.

Complaints involving light or dust account for just over 4% of all complaints (within the set parameters). We already have an allegation involving light disturbance that could be made worse by extending the opening hours. The store manager has told to the investigating officer that the application could affect the outcome of their response to the complaint as the lights would be required for longer.

Conclusions reached.

Given the current complaints and objections made concerning disturbance from noise and light there is significant evidence to show that extending the licensable hours to midnight will not meet the licensing objective to prevent public nuisance.

The square at the front of the store offers a semi enclosed environment overlooked by residential flats. We expect the background levels of noise to reduce within the square during the night and more so relative to the surrounding areas due to its sheltered nature. We

anticipate that a later opening ASDA, offering alcohol and hot food will attract people to the square and in making their application we believe ASDA are of the same opinion.

Licensing conditions to control the time of deliveries and refuse collections in the absence of planning conditions may reduce disturbance from those sources. We do not doubt ASDA's intention to limit such activity to within reasonable hours at this time. The extended hours of opening would also benefit non-licensable activities. This may mean that any licence condition if not met has limited, if any scope of effective enforcement for deliveries and collections as it could be argued that they are not licensable activities. As time goes on less reasonable times may be exploited. The majority of complaints involve noise from such sources.

The 'ASDA' shaped lighting provided over the delivery area, is likely to be required for longer to service access into the customer car park.

The evidence leads us to expect the main sources of disturbance to be from people using the square and the car park beside it, from the lighting at the side of the store and from staff as they close the store.

On balance we consider that the only effective conditions to prevent public nuisance from those sources would be to restrict the time that ASDA Meanwood provide alcohol and late night refreshment. The store may have already exceeded the maximum time that such activity could be considered reasonable in this specific instance. To extend the hours further would exacerbate the disturbance alleged already and so we believe a full objection is proportionate in this case.

Yours faithfully

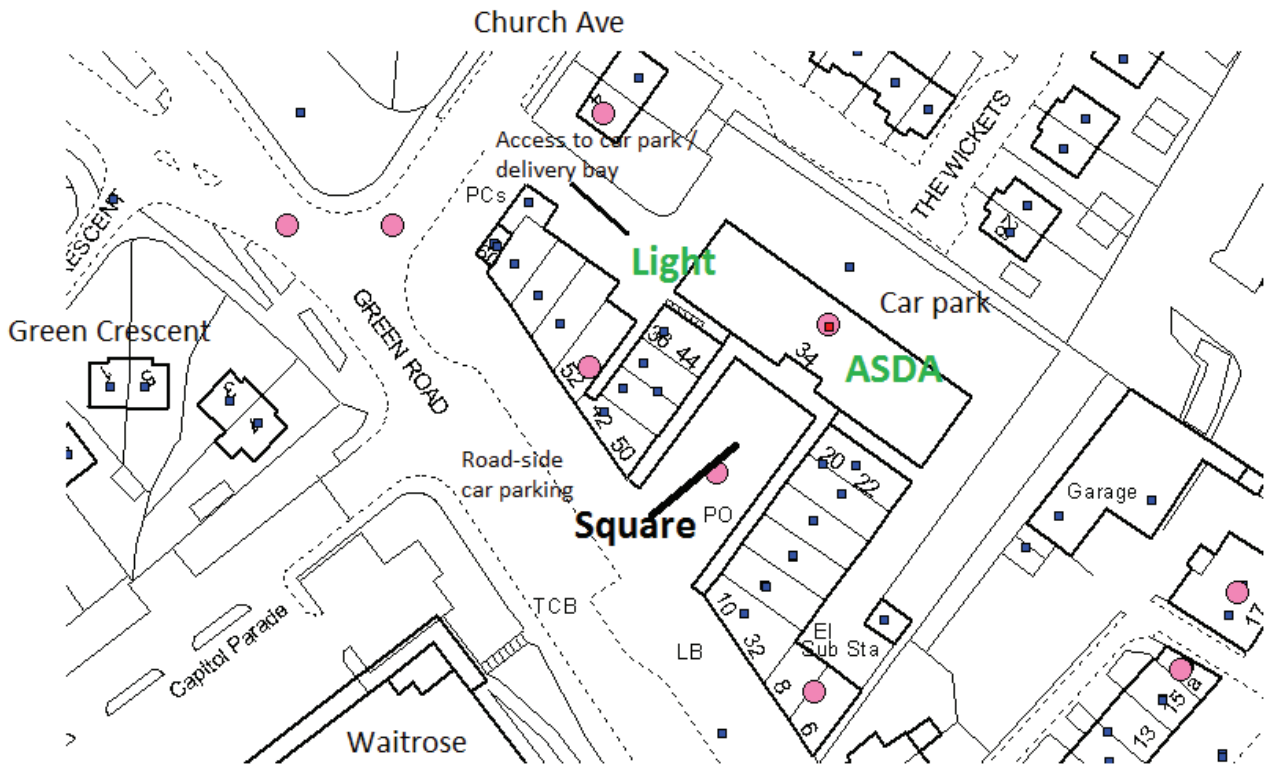


Michael ward
Senior environmental health officer

Encs

Appendices 1 and 2 plans
Photographs 1 to 9.

Appendix 1
Site plan



Appendix 2
Site plan photographic



Photographs

1. View of the Square taken from Green Road.



2. View from frontage of ASDA into the Square.



3. The example of the flats above the shops.



4. Entrance to rear car park and delivery area.



5. View of rear car park taken from boundary to nearest house on Church Avenue.



6. View of rear car park opposite end of car park taken close to the bins.



7. The bins



8. The best kept of two advisory signs



9. A view up Green Road towards Meanwood Road showing the semi-enclosed nature of the square.



This page is intentionally left blank



Report author: Mrs Bridget Massey
0113 2474095

Report of the Head of Licensing and Registration

Report to the Licensing Sub Committee

Date: 28th October 2013

Subject: Application to vary a premises licence held by Asda Stores Ltd for Asda Supermarket Oldfield Lane, Wortley, Leeds, LS12 4BP

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

Summary of main issues

This is an application to vary a premises licence, made by Asda Stores Limited, for Asda Supermarket Oldfield Lane, Wortley, Leeds, LS12 4BP

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

The application has attracted representations from other persons.

1.0 Purpose of this Report

- 1.1 To advise Members of an application made under section 34 of the Licensing Act 2003 ("the Act") for a premises licence in respect of the above mentioned premises.
- 1.2 Members are required to consider this application due to the receipt of representations.

2.0 History of Premises

- 2.1 The premises currently has the benefit of a premises licence. The premises permits the sale of alcohol
- 2.2 Monday to Saturday 08:00 to 23:00
Sunday 10:00 to 22:30
- 2.3 A copy of the existing licence is attached at Appendix **A**

3.0 The Application

- 3.1 The applicant is Asda Stores Limited,
- 3.2 The application form may be found at Appendix **B** to this report.
- 3.3 In summary the application is to extend the licensing hours at the store as below:-
To permit the sale of alcohol from 06:00 to 00:00 Monday to Sunday inclusive
To permit late night refreshment for 23:00 to 00:00 Monday to Sunday inclusive
To remove certain conditions including the restriction on the sale of alcohol on Christmas Day as per the application form.
No non Standard timings have been applied for.

4.0 Other matters relevant to the application

- 4.1 Further to discussions between the Development Department and the applicants solicitors where it was agreed between the parties that the store would not open beyond the permitted planning hours until the current planning application is determined. For clarity the current planning hours are as follows:

Monday to Saturday	08:00hrs to 22:00hrs
Sunday & Bank Holidays	10:00hrs to 16:00hrs

4.2 Equality and Diversity / Cohesion and Integration

- 4.3 At the time of writing this report there were no implications for equality and diversity. Any decision taken by the Licensing Sub-Committee will be in

accordance with the four licensing objectives as prescribed by the Licensing Act 2003.

5.0 Steps to promote the Licensing Objectives

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

6.0 Location

6.1 A map which identifies the location of this premises is attached at Appendix C.

7.0 Representations

7.1 Under the Act representations can be received from responsible authorities or other persons. Representations must be relevant and, in the case of another person, must not be frivolous or vexatious.

7.2 Representations from Responsible Authorities

7.2.1 There have been no representations from responsible authorities.

7.3 Other representations

7.3.1 The application has attracted representations from other persons.

7.3.2 The Licensing Department is in receipt of a representation from a member of the public on the grounds of public nuisance and crime and disorder.

7.3.3 Copies of the representation will be available at the hearing for Members consideration.

8.0 Options Available to Members

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

- Grant the variation as requested.
- Grant the variation whilst imposing additional conditions and/or altering in any way the proposed operating schedule.
- Exclude any licensable activities to which the application relates.
- Reject the whole or part of the application.

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

9.0 Background Papers

- Guidance issued under s182 Licensing Act 2003
- Leeds City Council Licensing Policy
- Representations received from Other persons

Premises Licence

Premises licence number:

PREM/01030/007

Part A

Initial licence from:

13th August 2005

Schedule 12 Licensing Act 2003

Current Licence effective from:

19th August 2013

Part 1 – Premises details

Appendix A

Postal address of premises, or if none, ordnance survey map reference or description

Asda Supermarket, Oldfield Lane, Wortley, Leeds, LS12 4BP

Licensable activities authorised by this licence

Sale by retail of alcohol,

Times the licence authorises the carrying out of licensable activities

Sale by retail of alcohol

Monday to Saturday

08:00 - 23:00

Sunday

10:00 - 22:30

The hours of licensable activities for the premises are as above. There are no regulated opening hours for non-licensable activities.

The opening hours of the premises

Alcohol is sold for consumption off the premises

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Asda Stores Limited
Asda House
Great Wilson Street
Leeds
LS11 5AD

Daytime Contact Telephone Number: 01132 435 435

Registered number of holder, for example company number, charity number (where applicable)

Registered business number: 464777

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

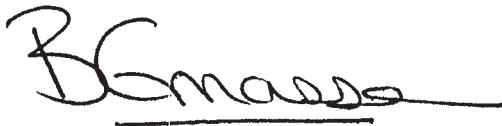
Mr Christopher Coventry

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Personal licence number: PA 0052

Licensing authority: Wakefield Metropolitan District Council

Licence issued under the authority of Leeds City Council



Mrs Bridget Massey
Licensing Officer
Entertainment Licensing
Licensing and Registration

Annex 1 – Mandatory Conditions

1. No supply of alcohol may be made under this licence
 - a. At a time when there is no designated premises supervisor in respect of the premises licence, or
 - b. At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

Embedded Restrictions

4. Alcohol shall not be sold or supplied except during permitted hours.

In this condition, permitted hours means:

 - a. On weekdays, other than Christmas Day, 8 a.m. to 11 p.m.
 - b. On Sundays, other than Christmas Day, 10 a.m. to 10.30 p.m.
 - c. On Christmas Day, 12 noon to 3 p.m. and 7 p.m. to 10.30 p.m.
5. The above restrictions do not prohibit:
 - a. the ordering of alcohol to be consumed off the premises, or the despatch by the vendor of the alcohol so ordered;
 - b. the sale of alcohol to a trader or club for the purposes of the trade or club;
6. Alcohol shall not be sold in an open container or be consumed in the licensed premises.

Annex 2 – Conditions consistent with the operating schedule

Additional details in respect of licensable activities authorised by this licence

Sale by retail of alcohol

Non standard timings: None

Concerns in respect of children: None

Conditions consistent with the operating schedule relating to the licensing objectives

None

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

None

Annex 4 – Plans

The plans for these premises are as those submitted with the application. A copy of which is held by Leeds City Council licensing authority.

The plan drawing number being number SP-GF-NE 4709-02 Rev 1 dated 15.07.11

Insert name and address of relevant licensing authority and its reference number (optional)

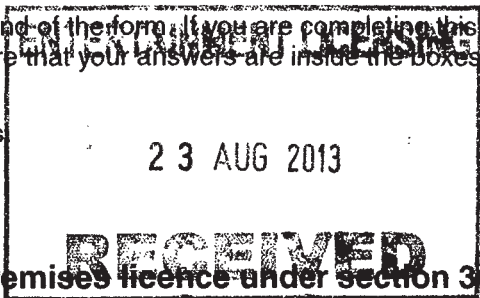
Licensing Dept
Leeds City Council

Application to vary a premises licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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



I/We ASDA STORES LTD
(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number
PREM/01030/006

Part 1 - Premises Details

Postal address of premises or, if none, ordnance survey map reference or description ASDA SUPERMARKET OLDFIELD LANE WORTLEY	
Post town LEEDS	Post code LS12 4BP
Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ 146,000.00

Part 2 - Applicant Details

Daytime contact telephone number	0113 826 3865	
E-mail address (optional)		
Current postal address if different from premises address	ASDA HOUSE SOUTHBANK GREAT WILSON STREET	
Post town	LEEDS	Post code LS11 5AD

Part 3 - Variation

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible? Yes No

If not, from what date do you want the variation to take effect?
 DD MM YYYY

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1)
 Yes No

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

Please describe briefly the nature of the proposed variation (Please see guidance note 2)

1. TO PERMIT THE SALE BY RETAIL OF ALCOHOL FROM 06.00 TO 24.00 MONDAY TO SUNDAY INCLUSIVE
2. TO PERMIT LATE NIGHT REFRESHMENT FROM 23.00 TO 24.00 MONDAY TO SUNDAY INCLUSIVE
3. TO REMOVE CERTAIN CONDITIONS INCLUDING THE RESTRICTION ON THE SALE OF ALCOHOL ON CHRISTMAS DAY AND GOOD FRIDAY.
4. TO ADD CONDITIONS

Part 4 - Operating Schedule

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

Provision of regulated entertainment

Please tick all that apply

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

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

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

In all cases complete boxes K, L and M

A

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

B

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

C

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

D

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

E

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

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both - please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>		
Day				Start	Finish	Outdoors	<input type="checkbox"/>
						Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)				
Tue							
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)				
Thur							
Fri			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)				
Sat							
Sun							

G

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

H

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

Late night refreshment Standard days and timings (please read guidance note 7)			<u>Will the provision of late night refreshment take place indoors or outdoors or both - please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	23.00	24.00	<u>Please give further details here</u> (please read guidance note 4)	Both	<input checked="" type="checkbox"/>
Tue	23.00	24.00			
Wed	23.00	24.00	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur	23.00	24.00			
Fri	23.00	24.00	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	23.00	24.00			
Sun	23.00	24.00			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			<u>Will the supply of alcohol be for consumption - please tick</u> (please read guidance note 8)	On the premises	<input type="checkbox"/>
Day	Start	Finish		Off the premises	<input checked="" type="checkbox"/>
Mon	06.00	24.00	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 5)	Both	<input type="checkbox"/>
Tue	06.00	24.00			
Wed	06.00	24.00	<u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Thur	06.00	24.00			
Fri	06.00	24.00			
Sat	06.00	24.00			
Sun	06.00	24.00			

K

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

NONE

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon			<p>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)</p> <p>AS EXISTING</p>
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

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

TO REPLACE THE PERMITTED HOURS FOR THE SALE BY RETAIL OF ALCOHOL WITH THE TIMES SET OUT IN BOX J ABOVE.

TO REMOVE ALL EMBEDDED RESTRICTIONS FROM THE LICENCE - PLEASE SEE SCHEDULE ATTACHED

Please tick as appropriate

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

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

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

THE LICENCE HAS NOT YET BEEN ISSUED FOLLOWING A RECENT DPS VARIATION

M

Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

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

All staff shall be trained in the premises licence holder's procedures which include liquor licensing and all checkout operators and their team trainers shall have additional training in the sale of alcohol.

b) The prevention of crime and disorder

The premises to have internal & external CCTV cameras. The CCTV system will be registered in accordance with the Data Protection Act. The system will be capable of continuously recording and copies of such recordings shall be kept for a period of not less than 31 days and handed to a police constable or authorised person upon request. The system shall be maintained in working order & recordings will be made for each trading period conducted at the premises. Adoption of challenge 25 or similar proof of age scheme which is recognized by the police. The proof of age scheme shall be effected by the inspection of a recognized form of photographic identification such as passport, photo driving licence, proof of age card or any other form of identification agreed with the police. If the appropriate proof of age is not produced there will be no sale. Notices are to be prominently displayed advising customers of the challenge 25(or similar scheme) policy

c) Public safety

The premise licence holder seeks to comply with the requirements of the health and safety legislation.

d) The prevention of public nuisance

External CCTV system in place to deter anti-social behaviour.

e) The protection of children from harm

All stores will have a till prompt system for age restricted products. Adoption of challenge 25 or similar proof of age scheme which is recognized by the police. The proof of age scheme shall be effected by the inspection of a recognized form of photographic identification such as passport, photo driving licence, proof of age card or any other form of identification agreed with the police. If the appropriate proof of age is not produced there will be no sale. Notices are to be prominently displayed advising customers of the challenge 25 (or similar scheme) policy.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee; or
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I understand that I must now advertise my application.
- I have enclosed the premises licence or relevant part of it or explanation.
- I understand that if I do not comply with the above requirements my application will be rejected.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 5 - Signatures (please read guidance note 11)

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

Signature	<i>Gosschaells</i>
Date	22nd August 2013
Capacity	Solicitors for and on behalf of the applicants

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	
Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 14) Gosschalks Solicitors Queens Gardens Hull East Yorkshire	
Post town	Post code HU1 3DZ
Telephone number (if any)	01482 324252
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) janet_braithwaite@gosschalks.co.uk	

Notes for Guidance

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

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

CONDITIONS TO BE REMOVED

Embedded restrictions

Alcohol shall not be sold or supplied except during permitted hours.

In this condition, permitted hours means;-

- a. On weekdays other than Christmas Day, 8 am to 11 pm
- b. On Sundays other than Christmas Day, 10 am to 1.30 pm
- c. On Christmas Day, 12 noon to 3 pm and 7pm to 10.30 pm

The above restrictions do not prohibit;-

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

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

Alcohol shall not be sold in an open container or be consumed in the licensed premises.



Miles 0.02 0.04 0.06 0.08 0.1 0.12 0.14 0.16 0.18 0.2 0.22 0.24

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

© Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings

Leeds City Council O.S. Licence No 100019567
© Crown Copyright all rights reserved

Leeds City Council	
Entertainment Licensing	
Title:	ASDA SUPERMARKET
Sub Title:	Oldfield Lane Wortley Leeds LS12 4BP
Date:	16 October 2013
Scale:	1:2500
Comments:	Appendix C

This page is intentionally left blank



Report author: Mr Matthew Nelson
0113 247 4095

Report of the Head of Licensing and Registration

Report to the Licensing Sub Committee

Date: Monday 28th October 2013

Subject: Application for the Grant of a Premises Licence for Euro Mix Food 21 - 23 New York Street, Leeds, LS2 7DT

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

Summary of Main Issues

This is an application for the grant of a premises licence, made by Mr Darius Sinkevic, for Euro Mix Food 21 - 23 New York Street, Leeds, LS2 7DT.

The application is made to licence a convenience store with a proposal to provide the sole licensable provision of retail by sale of alcohol. The hours applied for are noted at 3.3.2 of this report.

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

The application initially attracted an outright representation from West Yorkshire Police. However following a meeting held with applicant 15th October 2013, West Yorkshire Police retracted their full objection and instead offer suggested measures for the applicant to abide by. At the time of writing this report, the offer by West Yorkshire remains outstanding.

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

1.0 Purpose of this Report

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

2.0 History of Premises

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

3.0 The Application

- 3.1 The applicant is Mr Darius Sinkevic.
- 3.2 The application form may be found at Appendix A to this report.
- 3.3 In summary the application is for

Sale by retail of alcohol (for consumption off the premises)
08:00 until 23:00 hours Monday to Saturday
10:00 until 17:00 hours Sunday

Non-standard Timings:

There are no non-standard timings for Bank Holidays or special occasions proposed in this application.

4.0 Other matters relevant to the application

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

5.0 Steps to promote the Licensing Objectives

- 5.1 The applicant proposes to take the steps identified in the Pro-Forma Risk Assessment to promote the licensing objectives; a copy of which may be found at appendix B of this report.

6.0 Proposed Designated Premises Supervisor

- 6.1 Mr Darius Sinkevic intends to be the Designated Premises Supervisor.

7.0 Location

- 7.1 A map which identifies the location of this premise is attached at Appendix C.

8.0 Representations

8.1 Under the Act representations can be received from responsible authorities or other persons. Representations must be relevant and, in the case of another person, must not be frivolous or vexatious.

8.2 Representations from Responsible Authorities

8.2.1 This application initially attracted outright representation from West Yorkshire Police. That representation was based on the inadequate crime prevention measures offered by the applicant, in particular for a premises in an area considered a magnet for some members of society whom alcohol is a daily necessity, and look to a take advantage of the availability of alcohol on the nearby off licenses, presenting a threat to staff and the general public alike.

8.2.2 However subsequent to a meeting with Mr Sinkevic on the 15th October 2013, West Yorkshire Police have altered their stance and alternatively proposed suggested measure for the applicant to agree to. These measures currently remain outstanding without an agreement being reached. A copy of the measures suggested can be viewed at Appendix D of this report.

8.3 Other representations

8.3.1 There are no other representations.

9.0 Options Available to Members

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

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

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

10.0 Background Papers

- Guidance issued under s182 Licensing Act 2003
- Leeds City Council Licensing Policy
- Representations received from other persons

This page is intentionally left blank



PREM1

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

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

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

Part 1 – Premises Details EUROMIX FOOD

Postal address of premises or, if none, ordnance survey map reference or description <u>21-23 NEW YORK STREET</u>	
Post town <u>LEEDS</u>	Post code <u>LS2 7DT</u>

Telephone number of premises (if any)

Non domestic rateable value of premises

Part 2 – Applicant Details

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

Please tick as appropriate

- | | |
|---|---|
| a) an individual or individuals* | <input checked="" type="checkbox"/> please complete section (A) |
| b) a person other than an individual* | |
| i. as a limited company | <input type="checkbox"/> please complete section (B) |
| ii. as a partnership | <input type="checkbox"/> please complete section (B) |
| iii. as an unincorporated association or | <input type="checkbox"/> please complete section (B) |
| iv. other (for example a statutory corporation) | <input type="checkbox"/> please complete section (B) |
| c) a recognised club | <input type="checkbox"/> please complete section (B) |
| d) a charity | <input type="checkbox"/> please complete section (B) |

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

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

Please tick yes

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr Mrs Miss Ms Other title (for example, Rev)

Surname

First names

SINKEVIC

DARIUS

Please tick yes

I am 18 years old or over

Current postal address if different from premises address

40 LOVELL PARK HEIGHTS

Post Town

LEEDS

Postcode

LS7 1DP

Daytime contact telephone number

07845754143

Email address (optional)

darensinkevic@yahoo.com

SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)

Mr

Mrs

Miss

Ms

Other title
(for example, Rev)

Surname

First names

Please tick yes

I am 18 years old or over

Current postal address
if different from
premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

(B) OTHER APPLICANTS

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

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

Day	Month	Year

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

Day	Month	Year

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

Convenience shoppe
Convenience shop

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

--

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

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

Please tick yes

Provision of regulated entertainment

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

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

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

In all cases complete boxes K, L and M

A

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

B

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

C

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

D

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

E

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

F

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

G

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

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
			Will the entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>	
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue			State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Wed					
Thur			Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Fri					
Sat					
Sun					

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

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption on or off the premises or both – please tick (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon	8:00	23:00			
Tue	8:00 8:00	23:00 "			
Wed	8:00	23:00			
Thur	8:00	23:00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Fri	8:00	23:00			
Sat	8:00	23:00			
Sun	10:00	17:00			

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

Name DARIUS SINKEVIC

Address 40 LOVELL PARK HEIGHTS

Postcode LS7 1DP

Personal licence number (if known) LEEDS/PERL/07100/13

Issuing licensing authority (if known) LEED CITY COUNCIL

K

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

None

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	8:00	23:00	Non standard timings. Where you intend to open the premises to be open to the public at different times from those listed in the column on the left, please list. (please read guidance note 5)
Tue	8:00	23:00	
Wed	8:00	23:00	
Thur	8:00	23:00	
Fri	8:00	23:00	
Sat	8:00	23:00	
Sun	10:00	17:00	

M

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

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

See Proforma Risk Assessment

b) The prevention of crime and disorder

See Proforma Risk Assessment

c) Public safety

See Proforma Risk Assessment

d) The prevention of public nuisance

See Proforma Risk Assessment

e) The protection of children from harm

See Proforma Risk Assessment

Checklist

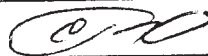
Please tick to indicate agreement

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

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

Part 4 – Signatures (please read guidance note 10)

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

Signature	
Date	5.9.2013
Capacity	LICENSE HOLDER

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

Signature	
Date	
Capacity	

Contact Name (where not previously given) and address for correspondence associated with this application (please read guidance note 19)

40 LOVELL PARK HEIGHTS

Post town LEEDS

Post code LS7 1DP

Telephone number (if any)

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

Notes for guidance

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

Licensing Act 2003

Proforma Risk Assessment V6



Please complete the details below:

Applicant name:	DARIUS SINKEVIC
Business name:	EURO MIX FOOD
Business address:	21-23 NEW YORK STREET LEEDS WEST YORKSHIRE
	Postcode: LS2 7DT

Guidance about this document

1. The Licensing Authority recommends that you complete this specially designed pro forma risk assessment to help you decide what should be entered in your operating schedule to show how you will promote the four licensing objectives.
2. Whilst the Licensing Authority cannot insist that you use this document it takes the view that it assists responsible authorities in assessing the operating schedule, promotes discussions and partnership working and will reduce the number of representations and hearings.
3. If you do not use this risk assessment pro forma then you will need to demonstrate how you will meet the licensing objectives by providing other supporting evidence via your operating schedule.
4. The Licensing Authority strongly recommends that you consult with the responsible authorities early in the application process to ensure that the measures you are suggesting are appropriate and sufficient for your application. Contact details for the responsible authorities are in the guidance note in the application pack. Please contact Entertainment Licensing if you cannot find this information.

How to use this document

1. This document has four sections which correspond with the four licensing objectives. In each section you will find information on potential control measures (each with an individual code) which we suggest may help you meet the four licensing objectives.
2. Run through the questions at the beginning of each section and consider the potential control measures listed in the columns beneath.
3. If you are happy to volunteer the control measures as part of your application place a tick in the relevant box in the right hand column. You can then enter the corresponding codes in page 14 of your application form in the boxes which match up with the licensing objectives or simply write "see pro forma risk assessment". These measures will then appear on your licence.

Crime and Disorder

CCTV

Does the premises have CCTV?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES:	
Was the siting and standard agreed with West Yorkshire Police (WYP)?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Have you agreed a policy on the retention and security of the footage with WYP?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
If NO:	
Have you consulted WYP about whether CCTV should be installed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
(NB unless WYP have agreed CCTV is not required, a representation is likely)	

Suggested measures	Code	✓
A suitable Closed-Circuit Television (CCTV) system will be operational at the premises at all times when licensable activities are being carried out and at any other times where members of the public are present on the premises .	6PF001	✓
The CCTV system will cover all areas of the premises occupied by the public under the terms of the licence, including corridors and stairways (excluding WCs and changing rooms).	6PF002	
The CCTV system will cover the main entrance/s and exit/s and designated emergency egress routes from the premises.	6PF003	✓
The CCTV system will cover all external areas of the premises occupied by the public, i.e. queuing areas, beer gardens, smoking areas and car parks.	6PF004	✓
The location of CCTV cameras are identified on the site plan of the premises. No amendments to the locations of the cameras will be made without prior consultation with West Yorkshire Police/British Transport Police and the Licensing Authority	6PF005	
The CCTV system will be of a satisfactory resolution quality which will enable the identification of persons and activities, and other fine details such as vehicle registration number plates.	6PF006	
The CCTV system will contain the correct time and date stamp information.	6PF007	
The CCTV system will have sufficient storage retention capacity for a minimum of 31 days' continuous footage which will be of good quality.	6PF008	
The CCTV footage will be controlled and kept in a secure environment to prevent tampering or unauthorised viewing. A record will be kept of who has accessed the system, the reason why and when.	6PF009	
A designated member / members of staff at the premises will be authorised to access the CCTV footage and be conversant with operating the CCTV system. At the request of an authorised officer of the Licensing Authority or a Responsible Authority (under the Licensing Act 2003) any CCTV footage, as requested, will be downloaded immediately or secured to prevent any overwriting. The CCTV footage material will be supplied, on request, to an authorised officer of the Licensing Authority or a Responsible Authority.	6PF010	

The CCTV system will be capable of securing relevant pictures for review or export at a later date.	6PF011	
The CCTV system will be adequately maintained and be capable of transporting recorded material onto a removable media.	6PF012	
The CCTV system replay software must allow an authorised officer of the Licensing Authority or Responsible Authority to search the picture footage effectively and see all the information contained in the picture footage.	6PF013	
It must be possible to replay exported files immediately e.g. no re-indexing of files or verification checks.	6PF014	

Designated Premises Supervisor (DPS)

Will the DPS generally be on site?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is the DPS contactable in emergency?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If the DPS is not to be generally on site, have you made arrangements to nominate the supervisor in his/her absence?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is the Supervisor's Register bound with consecutively numbered pages?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Suggested measures	Code	✓
A Supervisor's Register will be maintained at the licensed premises, showing the names, addresses and up-to-date contact details for the DPS and all personal licence holders.	6PF015	✓
The Supervisors Register will state the name of the person who is in overall charge of the premises at each time that licensed activities are carried out, and this information will be retained for a period of twelve months and produced for inspection on request to an authorised officer.	6PF016	✓

Door Supervisors and Other Security Staff

Do you use registered door supervisors or security staff?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Are they Security Industry Authority (SIA) registered?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you specify a minimum number of door supervisors?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
If YES, state the number of staff _____	
Days (and times) employed _____	
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you have a policy with the door supervisor or security company which covers:	
• Vetting customers entering the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• Is there a prominently displayed written search policy on the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• Controlling customers entering, within or leaving the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

• Safeguarding the public within and immediately outside the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• Notifying WYP at the earliest opportunity of any problems or incidents?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• Exclusion of persons who have had too much to drink or appear inclined to disorder?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you have a Daily Record Register within which door supervisors/security staff sign on and off duty?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Is the Daily Record Register bound with consecutively numbered pages?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Can you identify who was on duty at any particular time?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you have an Incident Report Register?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Is the Incident Report Register bound with consecutively numbered pages?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Suggested measures	Code	✓
The minimum number of door supervisors for the premises is _____ Please specify days and hours door supervisors operate on the premises.	6PF017	
The Premises Licence Holder (PLH)/Designated Premises Supervisor (DPS) will ensure that a 'Daily Record Register' is maintained on the premises by the door staff.	6PF018	
The Daily Record Register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty and finished duty (verified by the individual's signature).	6PF019	
The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry.	6PF020	
Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.	6PF021	
The PLH/DPS will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti social behaviour, admissions refusals and ejections from the premises.	6PF022	✓
The Incident Report Register will contain consecutively numbered pages, the date time and location of the incident, details of the nature of the incident, the names and registration numbers of any door staff involved or to whom the incident was reported, the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported, the names and numbers of any police officers attending, the police incident and / or crime number, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.	6PF023	
The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.	6PF024	

Drugs and Offensive Weapons

Do you have a policy and procedure to prevent use of illegal drugs or weapons (e.g. a search policy)?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Does the policy include:	
• recording any search	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• seizing drugs/weapons found	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• a purpose made secure receptacle for items seized	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• informing the police of any search and seizure	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• prominently display notices to inform customers of the policy	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

Suggested measures	Code	✓
A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.	6PF025	
The PLH/DPS will inform West Yorkshire Police as soon as practicably of any search resulting in a seizure of drugs or offensive weapons.	6PF026	
A suitable purpose-made receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police or British Transport Police.	6PF027	
Notices will be prominently displayed at the entrances of the premises which state: <ul style="list-style-type: none"> a search will be conducted as a condition of entry to premises; Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register. Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; or appears to be under the influence of drugs. entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances 	6PF028	

Communication

Do you subscribe to a form of communication link (radio/text/pager system). The system shall be recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police.	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>

Suggested measures	Code	✓
There will be a communication link via radio to other venues in the city centre. This will be the system recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police	6PF029	

Such communication link will be kept in working order at all times when licensable activities are taking place	6PF030	
The communication link will be available to the Designated Premises Supervisor or other nominated supervisor and be monitored by that person at all times that licensed activities are being carried out.	6PF031	
Any police instructions or directions given via the link will be complied with whenever given.	6PF032	
All incidents of crime or disorder will be reported via the link to an agreed police contact point.	6PF033	

Responsible Sale of Alcohol (cont)

<u>Proof of Age</u>	
Have you adopted a proof of Age Scheme?	YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Have all staff been instructed of the steps required to prevent under age sales of alcohol?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
<u>Glass and Bottles</u>	
Do you have a policy for the frequent collection of glasses and bottles?	YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Do you take steps to prevent glasses/bottles being removed from the premises, e.g. instruction to door/bar staff, display of notices?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Do you use plastic or toughened polycarbonate (or similar) drinking glasses/bottles when necessary?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
<u>Alcohol Designated Public Places Orders</u>	
If your premises are in the area of an Alcohol Designated Public Places Order (DPPO), do you prominently display notices advising customers of the Order and its effects?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Suggested measures	Code	✓
The PLH/DPS staff will ask for proof of age from any person appearing to be under the age of 21/25 who attempts to purchase alcohol at the premises. Or	6PF034	✓
The PLH/DPS staff will ask for acceptable evidence (as agreed by WYP / WYTSS) from any person appearing to be under the age of 21/25 who attempts to purchase alcohol at the premises.	6PF035	✓
<u>Glass and Bottles</u> Drinks, open bottles and glasses will not be taken from the premises at any time. Empty bottles and glasses will be collected regularly and promptly. Glass and other sharp objects will be stored and disposed of safely using suitable receptacles. Receptacles will be secured and not accessible to the customers.	6PF036	
The PLH/DPS will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.	6PF037	

Plastic or toughened polycarbonate (or similar) glasses/bottles will be used in all outdoor areas.	6PF038	
Plastic or toughened polycarbonate (or similar) glasses/bottles will be used when requested by West Yorkshire Police / British Transport Police (e.g. football match days)	6PF039	
<u>Alcohol Designated Public Places Orders</u> Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be prominently displayed at the exits to the premises.	6PF040	

Responsible Sale of Alcohol (cont)

<u>Membership of a Recognised Body</u> Do you belong to a Licensees Association/Body	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES, please state which body	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
<u>Exclusion from Premises</u> Do you operate a system of excluding customers who are known to cause problems?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES:	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• is this your own system or	
• a system run by a local licensees body	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
<u>Dispersal Policy</u> Do you have a written dispersal policy (e.g. A policy on how you disperse your clientele from your premises to reduce the risk of anti social behaviour)	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES:	
• Was this agreed with WYP (and BTP where applicable)?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Are all bar and door staff trained on the policy?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Suggested measures	Code	✓
The PLH/DPS will belong to a recognised trade body or Pub Watch Scheme where one exists, whose aims include the promotion of the licensing objectives	6PF041	
The PLH/DPS will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises. The policy will be agreed with WYP. The PLH/DPS will ensure that staff receive training on the policy.	6PF042	

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

Do you provide any entertainment consisting of striptease or nude dancing including where dancers are wearing 'see through' clothing or the show includes sexual stimulation?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Please note that should you provide relevant entertainment more than 12 occasions per 12 month period or more frequently than monthly you will be required to apply for a Sex Establishment licence.	

Suggested measures	Code	✓
Entertainers will be aged no less than 18 years.	6PF043	
Price lists will be clearly displayed at each table and at each entrance to the premises.	6PF044	
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.	6PF045	
Any person on the premises who can be observed from outside the premises will be properly and decently dressed.	6PF046	
Entertainers will only perform on the stage area, or in areas identified on the plan attached to the licence.	6PF047	
Relevant entertainment will only be performed by the entertainer. There must be no audience participation. There must be no physical contact between entertainers.	6PF048	
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.	6PF049	
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.	6PF050	
Sex toys must not be used and penetration of the genital area by any means must not take place.	6PF051	
Customers will not be permitted to throw money at the entertainers.	6PF052	
All areas used for private dances must be visible to supervision and must not have closing doors or curtains that prevent performances from being observed.	6PF053	
All areas 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.	6PF054	

Public Safety

Management Arrangements

Suggested measures	Code	✓
Before opening to the public, checks will be undertaken to ensure all access to the premises are clear for emergency vehicles. Regular checks will be undertaken when the premises is open.	6PF055	✓
Written records of all accidents and safety incidents involving members of the public will be kept. These will be made available at the request of an authorised officer.	6PF056	
During opening hours the cellar door must be kept locked or adequately supervised to prevent unauthorised access by the public.	6PF057	
A suitably trained and competent person must ensure regular safety checks of the premises including decorative and functional fixtures, floor surfaces and equipment (including electrical appliances) to which the public may come into contact are undertaken. Records of these safety checks must be kept and made available for inspection by an authorised officer.	6PF058	
Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.	6PF059	
Electrical installations will be inspected on a periodic basis (at least every 3 years or at a frequency specified in writing) by a suitably qualified and competent person. Inspection records/certificates will be kept and made available at the request of an authorised officer. If used, any temporary electrical wiring and distributions will also be inspected. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.	6PF060	
<p>One of the following protective measures shall be used for all socket-outlets which may be used for the connection for lighting, video or sound amplification equipment and display models:</p> <p>a) Each socket-outlet circuit will be protected by a residual current device having a rated residual operating current not exceeding 30mA, or</p> <p>b) Each individual socket-outlet will be protected by an integral residual current device having a rated residual operating current not exceeding 30mA.</p> <p>The current operation of all residual current devices will be checked regularly by pressing the test button. If the device does not switch off the supply, an electrical contractor should be consulted. At the same time action should be taken to prohibit the use of socket outlets associated with a faulty residual current device.</p>	6PF061	

General Housekeeping

Do you have written procedures for the inspection of:

- Furnishings and fabrics YES NO N/A
- Suspended decorations/lights/amplification systems YES NO N/A
- Guarding to stairs/balconies/landings/ramps YES NO N/A
- Condition of floor surfaces YES NO N/A
- Provision of safety glazing YES NO N/A
- Guardings to fires or open flames YES NO N/A

Suggested measures	Code	✓
Regular safety checks of guardings to stairs, balconies, landings and ramps will be undertaken, and a supervision policy will be maintained to prevent people from inappropriate behaviour, including climbing which may lead to a fall from height.	6PF062	
Safety glass that is impact resistant or shielded to protect it from impact will be used in all areas where the public may come into contact with it.	6PF063	
A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.	6PF064	✓

Refreshments

- Do you prepare hot food / drinks in proximity to the public? YES NO N/A
- If YES:
Has the risk of scalding or burns been assessed? YES NO N/A

Suggested measures	Code	✓
Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scald or burns.	6PF065	

First Aid

Do you have staff trained in First Aid?

YES NO N/A

If YES, please state numbers _____

Do you provide facilities for treatment of minor injuries (e.g. First Aid box)?

YES NO N/A

Do you have procedures for dealing with customers who are unwell including those who appear to be affected by drugs / alcohol)?

YES NO N/A

Suggested measures	Code	✓
A suitably trained First Aider or appointed person will be provided at all times when the premises are open.	6PF066	
An appropriately qualified medical practitioner will be present throughout any sporting entertainment.	6PF067	
Staff holding a current qualification issued by a recognised national body in rescue and life safety procedures will be stationed and remain in the vicinity of the water at all material times.	6PF068	
Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.	6PF069	✓
A procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.	6PF070	✓

Special Effects

Do you use special effects on the premises, e.g. strobes, lasers, smoke machines or fireworks?

YES NO N/A

If yes, please give details :

Suggested measures	Code	✓
A written health and safety policy covering all aspects of the safe use of strobes, lasers, smoke machines or any other special effects, will be provided and staff will be appropriately trained.	6PF071	
No strobes, lasers or smoke machines will be used at the premises unless there is a clearly displayed warning at the entrance to the premises that such equipment is in use.	6PF072	

Public Nuisance

Noise and Vibration

Noise and vibration

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

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

Identify where sources of noise may occur outside your premises:

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

Identify which measures are in place/proposed:

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

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

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

Suggested measures	Code	✓
Licensable activities will be conducted and the facilities for licensed activities will be designed and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties	6PF073	
Noise from a licensable activity at the premises will be inaudible at the nearest noise sensitive premises.	6PF074	
There will be no external loudspeakers	6PF075	
Bottles will not be placed in any external receptacle after 23.00 hours and 07.00 hours to minimise noise disturbance to neighbouring properties	6PF076	

Noise from plant or machinery will be inaudible at the nearest noise sensitive premises during the operation of the plant or machinery. Plant and machinery will be regularly serviced and maintained to meet this level.	6PF077	
The PLH/DPS will ensure patrons use beer gardens, external areas and play areas in a manner which does not cause disturbance to nearby residents and business in the vicinity. Patrons will not use such areas after 21:00/22:00/23:00* *Please delete as appropriate.	6PF078	
The activities of persons using the external areas will be monitored after 23:00hrs and they will be reminded to have regard to the needs of local residents and to refrain from shouting and anti social behaviour etc when necessary,	6PF079	
The PLH/DPS will adopt a "cooling down" period where music volume is reduced towards the closing time of the premises.	6PF080	

Litter

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

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

cardboard

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

Suggested measures	Code	✓
The PLH/DPS will ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter	6PF081	✓

Transport/Pedestrian Movement

Do you have a procedure to ensure that local residents and businesses are not disturbed by customers entering and or leaving your premises: YES NO N/A

If YES:

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

Suggested measures	Code	✓
Clear and legible notices will be displayed at exits, car parks and other circulatory areas requesting patrons to leave the premises quietly having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti-social behaviour.	6PF082	
SIA Registered door staff will be employed and used where queues are likely to form to manage the queues and ensure: Queues are restricted to cordoned areas to prevent them obstructing footpaths and spilling out onto roads, and to keep noise and obstructions away from residential property.	6PF083	
The premises supervisor and any door supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.	6PF084	
A facility will be provided for customers to order Hackney taxis/private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent position on the premises.	6PF085	

Protection of Children from Harm

Entertainment of an Adult Nature

Do you provide entertainment of a sexual or adult nature (including strong or offensive language)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
If so, do you only provide the adult entertainment at certain times/days of the week?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Is your premises located near to premises which are children orientated?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

Suggested measures	Code	✓
People under 18 (including staff) will not be admitted to the premises at any time when entertainment of a sexual or adult nature is being provided.	6PF086	
The PLH/DPS will provide clear signage that entertainment of an adult nature is occurring which is not suitable for under 18s.	6PF087	
Measures will be put in place for ensuring non-admission to persons under 18 years of age when entertainment of an adult nature is taking place, such as door supervision and age checks (including staff)	6PF088	
The PLH/DPS will not display outside the premises photographs or other images which indicate and suggest that striptease or similar entertainment takes place on the premises.	6PF089	
Any person on the premises who can be observed from outside the premises will be properly and decently dressed.	6PF090	
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.	6PF091	

Under Age Sales of Alcohol

Do the premises sell or supply alcohol?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
---	---	-----------------------------	------------------------------

Suggested measures	Code	✓
People under 18 years of age will not be admitted.	6PF092	

Gambling

Is there a strong element of gambling on the premises?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
--	------------------------------	-----------------------------	---

Suggested measures	Code	✓
People under 18 (including staff) will not be admitted to the premises at any time when gambling is taking place.	6PF093	

or		
There will be sufficient physical screening of the relevant entertainment from view of those under 18 years.	6PF094	

Performers Under 18

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

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

Suggested measures	Code	✓
The PLH/DPS will provide an adequate number of suitable adult supervisors who can provide care for the children as they move from stage to dressing room etc, and to ensure that all children can be accounted for in case of an evacuation or an emergency.	6PF095	
The venue will be suitable to accommodate safely the numbers of children intended.	6PF096	
All supervisors and crew will receive instruction on the fire procedures applicable to the venue prior to the arrival of the children	6PF097	
The PLH/DPS will ensure that all special effects e.g. flashing lights, dry ice, smoke etc are suitable for the children involved in the performance.	6PF098	

Entertainment and/or Facilities Specifically Provided for Children

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

If yes are the children unaccompanied or supervised by staff without parental presence (including where parents are elsewhere in the licensed premises). YES NO N/A

Do you provide young persons discos or similar entertainment? YES NO N/A

Suggested measures	Code	✓
The PLH/DPS will ensure that an adult supervisor is stationed in the area(s) or levels which are occupied by children. The supervisors will be placed in the vicinity to exits to the premises. There will be one supervisor per 50 children at all times.	6PF099	
For closely seated audiences, i.e. theatres and cinemas, the ratio of supervisors will be 1 per 25 children, provided that where the children are in the charge of an adult organiser such organisers will be regarded as attendants to an extent not exceeding half of the number of attendants required by the above condition 4PF088.	6PF100	
No child will be permitted to occupy the front row of any balcony gallery or tier, unless accompanied by and in the charge of a person who appears to have attained the age of 16 years.	6PF101	

Close supervision will be held when children use balconies and other raised areas.	6PF102	
Upon egress from the premises the Licensee will deploy staff on exit doors and within the vicinity of the premises to ensure the safe dispersal of children and the premises will not close until all children have left the area.	6PF103	

Child Protection Measures

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

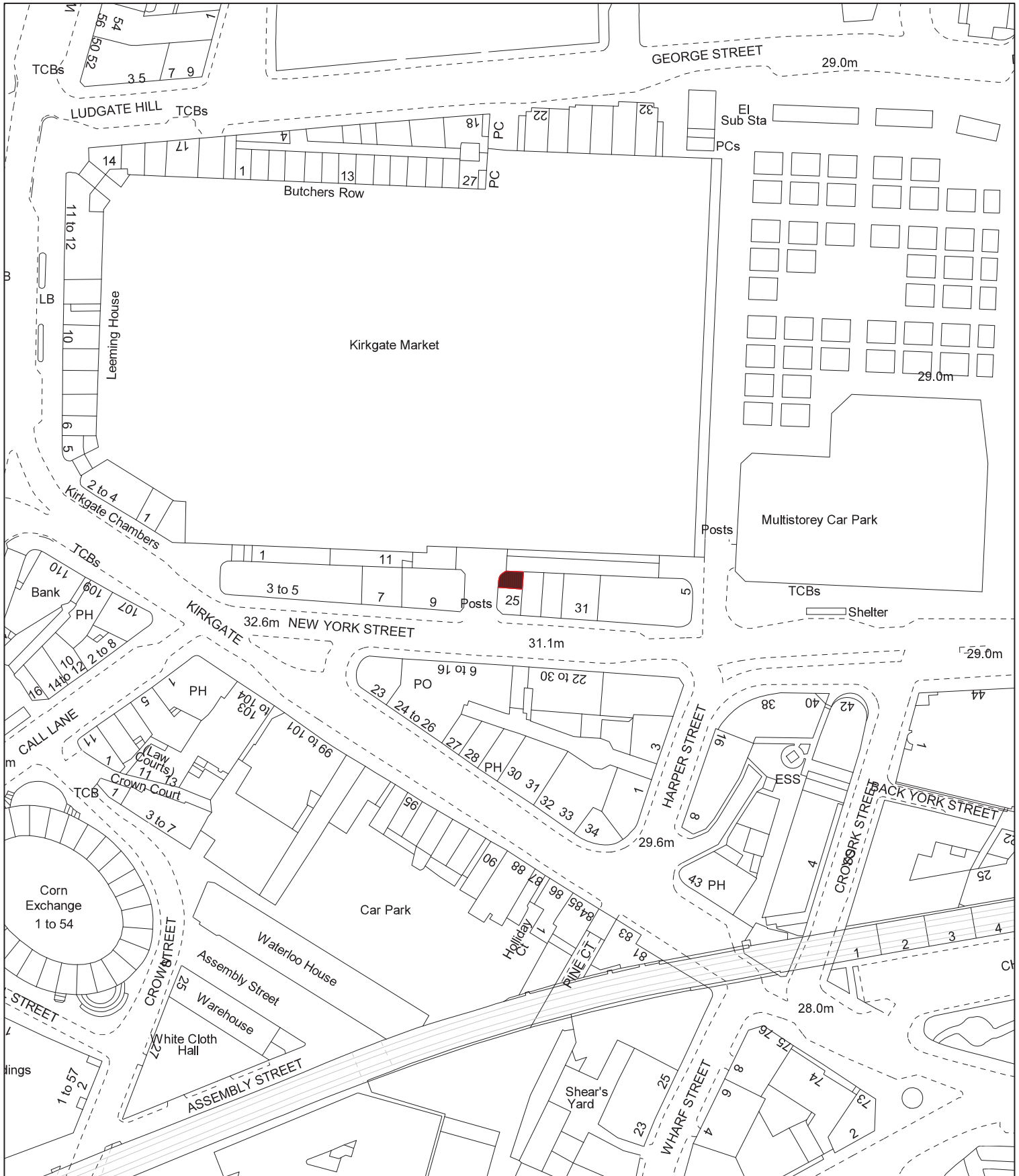
If YES state measures used:

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

Suggested measures	Code	✓
The PLH/DPS will perform the necessary background checks including relevant police checks on all potential staff before offering them employment. The Licensee will report any child related concerns to the police he/she has about potential staff, existing staff and customers.	6PF104	✓
The PLH/DPS will ensure staff receive training to deal with unaccompanied children on the premises and prevent them from harm.	6PF105	✓
The PLH/DPS will comply with the written guidance for protecting children from harm issued by Leeds City Council, Department of Social Services.	6PF106	
The PLH/DPS will liaise with any adult orientated premises close to his/her premises which the Licensee suspects are at risk of admitting underage children from his/her own premises.	6PF107	

This page is intentionally left blank

Appendix C







This map is based upon the Ordnance Survey's digital data with the permission of the Ordnance Survey on behalf of the controller of Her Majesty's Stationary Office

© Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings

Leeds City Council O.S. Licence No 1000019567

© Crown Copyright all rights reserved

Key	
	On licence
	Late night refreshment
	Off licence
	Other

This page is intentionally left blank

Nelson, Matthew

From: Arkle, Catherine <catherine.arkle@westyorkshire.pnn.police.uk>
Sent: 16 October 2013 09:25
To: 'darensinkevic@yahoo.com'
Cc: Nelson, Matthew; Patterson, Bob
Subject: Premises Licence Application - Euro Mix Food [NOT PROTECTIVELY MARKED]

Darius

It was good to meet you yesterday and get an idea of what you are trying to achieve.

You have said that the shop will target the Eastern European market and that you will not be selling such brands as Stella/Carling etc. You also said that none of your beer or cider products would be above 5.5% (ABV), and that all spirits would be displayed behind the counter.

You told me you intend to have 8 cameras in the premises and that you will make sure you can operate the CCTV system properly so that CCTV footage could be downloaded for police immediately if necessary. You also said you would make sure the CCTV system kept footage (images) for at least 31 days.

We spoke about the big problem with street drinkers who cause anti social behaviour in that area including outside a childrens nursery, and that off licences must be selling alcohol to them. It is very difficult sometimes to find out who is selling alcohol to them. People sell alcohol to them because they are frightened of them or just don't care about the consequences. A big part of promoting the crime and disorder licensing objective would be to become a member of BACIL(Business Against Crime in Leeds), and have a radio connecting you to other premises, and access to a website which shows the faces of people who have been banned. Included in these photos are pictures of the most problematic street drinkers. I have asked Sean Walker from BACIL to contact you about BACIL.

As you know I would like to see more measures offered to promote the licensing objectives in order to consider withdrawing my objection.

Those measures are:

- The CCTV system will contain the correct time and date stamp information.
- The CCTV system will have sufficient storage retention capacity for a minimum of 31 days' continuous footage which will be of good quality.
- A designated member / members of staff at the premises will be authorised to access the CCTV footage and be conversant with operating the CCTV system. At the request of an authorised officer of the Licensing Authority or a Responsible Authority (under the Licensing Act 2003) any CCTV footage, as requested, will be downloaded immediately or secured to prevent any overwriting. The CCTV footage material will be supplied, on request, to an authorised officer of the Licensing Authority or a Responsible Authority.

- The Incident Report Register will contain consecutively numbered pages, the date time and location of the incident, details of the nature of the incident, the names and registration numbers of any door staff involved or to whom the incident was reported, the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported, the names and numbers of any police officers attending, the police incident and / or crime number, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.
- The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.
- There will be a communication link via radio to other venues in the city centre. This will be the system recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police
- Such communication link will be kept in working order at all times when licensable activities are taking place
- The communication link will be available to the Designated Premises Supervisor or other nominated supervisor and be monitored by that person at all times that licensed activities are being carried out.

I look forward to hearing from you soon.

Regards

Cath

PC 5548 Catherine Arkle
Divisional Licensing Officer
City & Holbeck
x53072
0113 2413072

REPORT MINOR CRIME ONLINE: Report a West Yorkshire crime online, request a callback or report lost property, all via our website <http://www.westyorkshire.police.uk/>

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