



LICENSING SUB-COMMITTEE

MEETING TO BE HELD IN CIVIC HALL, LEEDS ON
TUESDAY, 6TH SEPTEMBER, 2016 AT 1.30 PM

MEMBERSHIP

C Townsley (Horsforth)
G Wilkinson (Wetherby)
R Downes (Otley & Yeadon)

Agenda compiled by:
Governance Services
Civic Hall
LEEDS LS1 1UR
Tel No: 2243836

A G E N D A

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

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 data-bbox="676 181 1225 248">DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS</p> <p data-bbox="676 293 1394 439">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 data-bbox="676 506 847 539"><u>HEARINGS</u></p>	

Item No	Ward	Item Not Open		Page No
6	Pudsey		<p data-bbox="675 181 1334 286">REVIEW OF THE PREMISES LICENCE FOR WORLDS END, BOOTHS YARD, PUDSEY, LEEDS, LS28 7AB</p> <p data-bbox="675 331 1406 544">To consider a report of Head of Elections, Licensing and Registration which sets out details of an application for the review of a Premises Licence under Section 51 of the Licensing Act 2003, sought by West Yorkshire police in respect of Worlds Ends, Booths Yard, Pudsey, Leeds, LS28 7AB.</p> <p data-bbox="675 589 1321 689">The licensing authority is now under a duty to review the premises licence held by these premises.</p> <p data-bbox="675 734 927 768">(Report attached)</p> <p data-bbox="675 808 1011 842"><u>Third Party Recording</u></p> <p data-bbox="675 882 1378 1095">Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p data-bbox="675 1140 1310 1207">Use of Recordings by Third Parties– code of practice</p> <ul style="list-style-type: none"> <li data-bbox="724 1252 1401 1464">a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. <li data-bbox="724 1509 1401 1834">b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete. 	1 - 46

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Report Author: Mr Shaam Amin

Tel: 0113 378 5029

Report of the Head of Elections, Licensing and Registration

Report to the Licensing Sub Committee

Date: 6th September 2016

Subject: Review of the Premises Licence for Worlds End, Booths Yard, Pudsey, Leeds, LS28 7AB

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Pudsey		
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:		

Executive Summary

This report informs Members of an application for the review of a Premises Licence under Section 51 of the Licensing Act 2003, sought by West Yorkshire police in respect of Worlds Ends, Booths Yard, Pudsey, Leeds, LS28 7AB, . The licensing authority is now under a duty to review the premises licence held by these premises.

1.0 Purpose of this Report

1.1 This report provides Members with the background and history to the making of the review application by West Yorkshire Police (**Appendix A**). The report sets out the relevant law when reviewing licences under the Licensing Act 2003 (“the Act”), and informs members of the options available to them when reviewing a premises licence.

2.0 Background Information

2.1 The current premises license holder has been place since January 2014, since this period there have been two variations of DPS. Leeds City Council enforcement team have been on two licensing visits and involved with action plan meetings at the premises to address concerns at the premises.

3.0 Premises Licence

3.1 The premises licence holder is Mark Neave.

3.2 A copy of the premises licence can be found at **Appendix B** of this report. In summary, the premises licence permits the following:

Supply of alcohol on and off the premises
11:00 until 00:00 hrs Everyday

Live music and Recorded Music
11:00 until 00:00 hrs Everyday

Times when the premises will be open to the public:
11:00 until 00:00 hrs Everyday

Non Standard Timings:

Extended opening times to 02:00 on New Years Eve, New Years Day, Christmas Eve and Good Friday.

4.0 Designated Premises Supervisor

4.1 The Designated Premises Supervisor for the premises is Paul Anthony Allan.

5.0 Location

5.1 A map which identifies the location of the premises are attached at **Appendix C**.

6.0 Main Issues

6.1 The West Yorkshire Police were alerted to the premises due to increases of calls of emergency services to the premises from mid 2014.

The West Yorkshire Police and Entertainment Licensing enforcement team have been on two licensing visits at the premises which highlighted issues at the premises, the first of which was in July 2014 issues identified during this visit were relating to access to CCTV and drug use at the premises, the second visit took place in November 2015 and again there were issues with access to CCTV and drugs use.

In December 2015, January 2016 attempts were made with the premises licence holder to make an action plans to address the issues taking place at the premises, on both occasions the premises licence holder failed to attend.

A further serious incident occurred in February 2016, yet again CCTV was an issue, it could not be accessed and was eventually overwritten and the evidence was lost.

An action plan meeting was held March 2016, it was agreed that the premises licence holder would vary the DPS, address CCTV issues and employ door staff. Unfortunately the premises licence holder failed to adhere to the agreements and the issues still remain.

The further serious incident occurred on 8th July 2016 involving what was reported to be a firearm outside the premises, to which staff at the premises failed to report to the West Yorkshire Police and the premises were unable to provide CCTV footage of the incident.

7.0 Relevant Representations/Letters of Support

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

8.0 Matters Relevant to the Application

8.1 Members of the Licensing Sub Committee must make decisions which are appropriate to the promotion of the licensing objectives which are:

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

8.2 In making their decision Members are obliged to have regard to guidance issued under Section 182 of the Act. A copy of the relevant section is attached at **Appendix D**. Members must also have regard to the Council's licensing policy, the relevant representations made and evidence they hear.

9.0 Implications for Council Policy and Government

9.1 It is the stated licensing policy of the Council that when considering a review the authority will take into account all relevant circumstances, but will view the matters listed in paragraph 13.15 of the policy with particular seriousness.

10.0 Legal and Resource Implications

10.1 There are no resource implications in determining the review.

10.2 The Act provides the right to appeal on any decision reached on review. The right of appeal is to the Magistrate's Court.

11.0 Recommendations

11.1 Members are requested to determine this review. The Committee must take such of the following steps as it considers appropriate for the promotion of the licensing objectives:

- to modify the conditions of the licence (which includes adding new conditions or any alteration or omission of an existing condition);
- exclude any licensable activities to which the application relates;
- to remove the Designated Premises Supervisor;
- to suspend the licence for a period not exceeding 3 months; and/or
- to revoke the licence.

- 11.2 Members may decide that no action is necessary and that the circumstance of the review does not require the Committee to take any steps to promote the licensing objectives.
- 11.3 Members should note the guidance also suggests it is open to Members to issue an informal warning to the licence holder or to recommend improvement within a particular time. However the Guidance further provides that where responsible authorities have already issued such warnings, the issuing of another warning should not be repeated.
- 11.4 Where the Committee decide that a modification of conditions or exclusion of licensable activities may be imposed, this can either be permanently or for a temporary period of up to three months.
- 11.5 Members are directed to paragraphs 11.25 to 11.31 of the Statutory Guidance which related to reviews arising in connection with crime.
- 11.6 Members of the Licensing Committee are asked to note that they may not take any of the steps outlined above merely because they consider it desirable to do so. It must be appropriate for the promotion of the licensing objectives.

12.0 Background Papers

- 12.1 Guidance issued under s182 Licensing Act 2003
12.2 Leeds City Council Statement of Licensing Policy

Appendices

- Appendix A Review application
Appendix B Premises Licence
Appendix C Map of premises
Appendix D Extract from the s182 Guidance

Appendix A
VR Prem/02387/008



REV1

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

Application for a review of a premises licence or club premises certificate 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 Cat Sanderson apply for the review of a premises licence under section 51/apply for the review of a club premises certificate under section 87 of the Licensing Act 2003 for the premises described in Part 1 below (delete as applicable)

Part 1 – Premises or club premises details

Postal address of premises or club premises, or if none, ordnance survey map reference or description	
Worlds End Booths Yard Pudsey	
Post town Leeds	Post code LS28 7AB

Name of premises licence holder or club holding club premises certificate (if known)
Mr Mark Neave

Number of premises licence or club premises certificate (if known)
PREM/02387

ENTERTAINMENT LICENSING
14 JUL 2016
RECEIVED

Part 2 – Applicant details

I am

- 1 An individual, body or business which is not a responsible authority (please read guidance note 1, and complete (A) or (B) below)
- 2 A responsible authority (please complete (C) below)
- 3 A member of the club to which this application relates (please complete (A) below)

(A) DETAILS OF INDIVIDUAL APPLICANT (fill in as 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) DETAILS OF OTHER APPLICANT

Name
Address
Telephone number (if any)
E-mail (optional)

(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT

Name	West Yorkshire Police
Address	Leeds District Licensing Department Leeds District Head Quarters Elm Road Leeds LS11 8BU
Telephone number (if any)	0113 385 9416
E-mail (optional)	[REDACTED]

This application to review relates to the following licensing objectives(s)

Please tick one or more boxes ✓

- 1. the prevention of crime and disorder X
- 2. public safety X
- 3. the prevention of public nuisance X
- 4. the protection of children from harm

Please state the ground(s) for review (please read guidance note 2)

Worlds End have drawn attention from West Yorkshire Police (WYP) for a considerable period of time due to the nature and frequency of incidents which are linked to the premises.

They first came to the attention of WYP back in July 2014 following a routine licensing visit. The staff on duty at the venue were unable to gain access to the CCTV system to show that it was working as per conditions and there was an extremely strong and recent indication of drug use in the venue. The positive indication of drug use confirmed the intelligence which had been received about regular drug use at the venue.

On 11th September 2014, the Designated Premises Supervisor (DPS) changed to the current one, Mr Paul Allen. This raised WYP concerns as he was also the manager of Trinity Nightclub, which at the time had started suffering an increase in incidents and has since had a licence review.

Calls for service started to be reported on average once a month, however it was not the venue which was calling on the majority of incidents to the police, but the customers or the Yorkshire Ambulance Service (YAS). These calls for service varied in nature from customers being heavily intoxicated to serious assaults.

One incident of note was a report of a customer being repeatedly punched to the head inside the venue on 27th July 2014. This occurred in the early evening and was called through by the complainant and not staff at the premises. Officers attended and asked to view the CCTV for any evidence however were informed that they were unable to do so as the hard drive was stored in the private quarters to which staff had no access to. After several visits to the premises, officers were informed that the CCTV had not been working at the time of the incident, so it had not captured any evidence. It took over a week for officers to be advised this information.

Only 6 weeks later the next call for service was received. YAS requested the assistance of WYP as they had been called to attend to a male in the road. It was reported that the male claimed to have his drink spiked whilst in the Worlds End however it was believed that his behaviour was purely down to the amount of alcohol he had been served in the venue.

In January 2015 another call was received by YAS about a glassing which they had been called to the venue for. Officers attended to investigate as it was confirmed that an assault had occurred and the injured party had sustained a head injury. Officers asked to view the CCTV but were again informed that they were unable to see it due to the system being located in the private quarters. Once again officers had to chase and re-attend for footage of the incident. Again this delayed the investigation by 2 weeks because of officers not being able to obtain a copy for that period of time.

The next incident of note was a call from a customer's parent. He called WYP at 1652hrs on a Saturday asking for assistance in getting his heavily intoxicated son home as he was refusing to leave.

Only 2 weeks later on the 21st March 2015, YAS contacted WYP again about another glassing which had allegedly occurred at the venue. Officers attended, were yet again unable to see what had occurred on the CCTV for the usual issue however the officers ascertained that the female had actually fallen over in a drunken state after colliding into a group of people fighting. It was not until 4 days later that this account could be verified by gaining access to view the CCTV footage.

The calls for police continued on a monthly basis and ranged from drug dealing at the premises to serious assaults with and without weapons. The majority of calls had officers reporting that customers were heavily in drink and that they were unable to view CCTV because it was in private quarters and/or it was faulty.

Another routine licensing visit was conducted on 27th November 2015. The DPS was in charge on the evening in question however the inspection did not go well. Again CCTV could not be demonstrated as it was locked in the private quarters to which no one had access. There was another positive drug indication in the toilets however it was the level of intoxication which was witnessed that was a telling factor. Whilst speaking with the DPS, a customer approached clearly drunk and was getting upset at police presence. The DPS was advised to tell staff that they should not serve him, however moments later the male was seen with a fresh pint in hand.

In December 2015 WYP tried to make contact with the PLH to arrange an Action Plan meeting, so that the issues could be addressed however messages were not returned. Finally contact was made and a meeting was arranged for 5th January 2016. The PLH failed to attend the meeting.

On the 12th January 2016 the PLH was advised to make contact with WYP by the end of the week to arrange another action plan meeting as there needed to be actions put into place to try prevent future issues. Again the PLH failed to make contact.

Only 10 days after last speaking to the PLH and advising that there were concerns, another incident occurred at the premises, a Section 18 Wounding where the complainant sustained a fractured eye socket and suspected broken nose. Yet again CCTV was an issue. Because of the location of the hard drive, staff were unable to gain access for officers to view. Officers had to continually request the footage which they provided a USB stick for. On the 18th February 2016 the officers collected the memory stick only to find that it was blank. When officers spoke with the premises they were informed that the data had been overwritten and the evidence had been lost.

An Action Plan was held on 23rd March 2016. In the meeting the PLH was advised that there was no confidence in the DPS due to the venue suffering the same issues that Trinity Night Club experienced whilst he was in charge before the licence review and subsequent removal. The CCTV issues were addressed and the need for door staff. Agreements were made with the PLH about actions which needed to be done however he failed to adhere to them and issues are still continuing with the venue.

A serious incident has recently occurred at the venue which has raised great concerns for WYP. On the 8th July 2016 there was a report of a firearm being repeatedly discharged at the premises. Whilst it is appreciated that the venue door staff may not have done a search on the individual who attended, they and staff inside failed to notice that the male concerned was a Pubwatch banned nominal. They had served him alcohol and it was not until at least 20 minutes later that they realised that he should not have been in and removed him from the premises. It was after the removal that the firearm was discharged outside, yet the staff working failed to contact WYP and report the

incident. Further to this, when officers attended to view the CCTV they were informed that the outside cameras did not work and they could not provide that pertinent piece of evidence.

Please provide as much information as possible to support the application (please read guidance note 3)

Please see above and attached.

Have you made an application for review relating to this premises before?

Please tick ✓ yes

If yes please state the date of that application

Day		Month		Year			

If you have made representations before relating to this premises please state what they were and when you made them

Please tick ✓ Yes

- I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate
- 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 3 – Signatures (please read guidance note 3)

Signature of applicant or applicant's solicitor or other duly authorised agent. (See guidance note 5). **If signing on behalf of the applicant please state in what capacity.**

Signature

Date 13/07/16.....

Capacity Licensing Officer, West Yorkshire Police.....

Contact Name (where not previously given) and address for correspondence associated with this application (please read guidance note 6)	
Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail your e-mail address (optional)	

Notes for guidance

1. A responsible authority includes the local police, fire and rescue authority and other statutory bodies which exercise specific functions in the local area.
2. The ground(s) for review must be based on one of the licensing objectives.
3. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
4. The application form must be signed.
5. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
6. This is the address which we shall use to correspond with you about this application.

WITNESS STATEMENT

(Criminal Justice Act 1967, s.9; Magistrates' Courts Act 1980, s.5B;
Criminal Procedure Rules, r.27.2)

NICHE Ref. No:	<input type="text"/>	URN:	<input type="text"/>
Statement of:	CATHERINE SANDERSON		
Date of birth:	Over 18	Occupation:	LICENSING OFFICER
This statement (consisting of: 2 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.			
Signature:	Date: 12 th July 2016		
Time and date statement taken:			

Check box if witness evidence is visually recorded (supply witness details on rear)

I am a Police Staff member employed by West Yorkshire Police (WYP), Leeds District, currently based at Leeds District Head Quarters, Elland Road Police Station in the capacity of Divisional Licensing Officer. I have jurisdiction over the North West area of Leeds. This witness statement is to support my Premises Licence Review application for:

PREM//02387/008 – WORLDS END, BOOTHS YARD, PUDSEY, LEEDS, LS28 7AB

Within the application to review the premises licence I have detailed the issues which have been connected to the venue over the last 18 months. There has been an action plan meeting which the Premises Licence Holder (PLH), Mark Neave, has attended along with the Designated Premises Supervisor (DPS) at the time and other staff members involved in running the premises.

The main issues, I felt, were:

The competency of the DPS, Paul Allan, who failed to promote the Licensing objectives. I had no confidence in his ability to run the premises safely for either his customers or staff.

CCTV issues. The hard drive is located in an area which staff are unable to gain access to thus preventing officers from viewing and a failure to provide the footage in a timely manner when the system is working.

The frequency and nature of call for service at the venue, ranging from over inebriation to

Section 18 Wounding incidents.

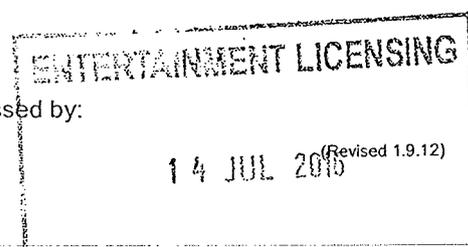
Signature:

MG11



Signature witnessed by:

RESTRICTED (when complete)



NICHE Ref. No:		URN:	
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Continuation Statement of CATHERINE SANDERSON

Failure of the staff to report incidents to WYP as the majority have been called through by either witnesses or the aggrieved.

Failure to take WYP advice seriously and address ongoing concerns about the venue. It was agreed in the Action Plan meeting on 23-03-16 that certain actions would be done in a specified time frame however they have failed to follow up on their promises, either within the time or in their entirety.

These issues are almost identical to the issues I brought to the attention of the licensing committee in July last year when a review was heard for Trinity Night Club. This was another venue which was being run at the time, by Mr Neave, as the Premises Licence Holder with the same DPS as this venue, Mr Paul Allan.

Currently I would suggest that the Licensing Authority may wish to look at imposing measures on the licence which would assist the Premises Licence Holder in promoting the licensing objectives and I have included in the documentation measures which I feel would assist achieving this goal.

Having seen and heard all the evidence, the Licensing Sub-Committee may feel that alternative steps and measures are more appropriate.

Signature:

Signature Witnessed by:



**WEST YORKSHIRE
POLICE**

LEEDS DISTRICT LICENSING DEPARTMENT

**LICENSING ACT 2003
&
(GAMBLING ACT 2005)
[LOCAL GOVERNMENT (MISC. PROV.) ACT 1982]**

**PREMISES – REGISTER OF CHRONOLOGICAL EVENTS
(Excluding PL Transfers / DPS changes / TEN's)**

Division: **NPT Area:**

Premises Name (Previous Name/s) & Address:

WORLDS END
Booths Yard
Pudsey

Post Code: LS28 7AB **Tel No:**

PL/CPC No: PREM/02387 **Time Limited:** Yes / No

Orig. Issue: **Date - WEF:**

ALCOHOL PREMISES: Yes / No **CONSUMPTION:** On / Off / Both

Brief History / Previous authorisations (where applicable):

& / or

Brief description of premises:

ENTERTAINMENT LICENSING

14 JUL 2016

RECEIVED

Date:	Event / Meeting / Application / Formal Action / Letter etc:
25-07-14	<p>Attended with officers on an evening licensing visit. Friday Person in charge: [REDACTED] Part B on display Unable to show/use CCTV as in private quarters Music heard from the premises by JT's Positive drugs wipe (powder falling off the wipe).</p>
31-07-14	<p>PLH contacted SL and stated that after the evening visit, they were employing 1-2 Door staff on a weekend from 2000hrs They have also advised that they will refurbish the toilets which would include removal of flat surfaces.</p>
11-09-14	<p>DPS change to Paul Allen</p>
27-09-14	<p>[REDACTED] @ 1905hrs Saturday Caller reported being assaulted by repeatedly punched to the head inside the venue. *Staff were unable to access the private quarters with CCTV to confirm that it was captured. Officers struggled to obtain a copy even after requests but were finally advised that it was off line for the incident*</p>
08-11-14	<p>[REDACTED] @ 0034hrs Friday-Saturday Ambulance called as with a male in the road who stated that had had his drink spiked in the venue.</p>
19-12-14	<p>[REDACTED] @ 2215hrs Friday Caller reporting a fight inside the premises, call taker could hear disturbance in the background.</p>
23-12-14	<p>[REDACTED] @ 2230hrs Tuesday Premises called as issues with a group of youths attending trying to gain entry. Had refused them service but now outside threatening to smash the place with bricks.</p>
01-01-15	<p>[REDACTED] @ 0044hrs NYE-NYD Report of an aggressive female with ambulance. Female is a regular customer who was heavily intoxicated. Husband collected and took her home.</p>
11-01-15	<p>[REDACTED] @ 2304hrs Sunday Report from ambulance that a male had been assaulted with a glass, sustaining head injuries. *2 weeks to receive the CCTV as no access to it on the evening.</p>
07-03-15	<p>[REDACTED] @ 1652hrs Saturday Caller asking for assistance in getting his son home as he was very intoxicated and refusing to leave.</p>
21-03-15	<p>[REDACTED] @ 2142hrs Saturday Ambulance reporting that a female had been glassed. Female heavily intoxicated and fallen over after colliding with a group of people fighting. *Officers were unable to access CCTV at time of incident and had to view 4 days later</p>
06-04-15	<p>[REDACTED] @ 2314hrs Saturday Call from the premises reporting on an ongoing fight, 7 people fighting using bottles.</p>

19-07-15	██████████ @ 0909hrs Caller reporting being assaulted at approx. 2300hrs the previous evening. *CCTV not provided even after several requests by officers.	Saturday
27-07-15	██████████ @ 21:39hrs Female staff member reported to have assaulted caller.	Monday
07-08-15	██████████ @ 111:2hrs Male reported and arrested for dealing drugs at the premises.	Friday
15-08-15	██████████ @ 21:19hrs Caller reported a large fight – 2 females assaulted. Reporting party was described as intoxicated and incoherent.	Saturday
22-08-15	██████████ @ 18:16hrs Ambulance reporting an assault, male with a head injury. *Issues with getting the CCTV footage – 2 weeks to collect/view the footage and officers had to provide the USB stick before it would be provided.	Wednesday
04-10-15	██████████ @ 2343hrs Report of a disturbance, shouting and glasses being broken. Officers attended and confirmed that there had been an altercation in the pub but his friends were removing him from the scene.	Sunday
14-11-15	██████████ @ 2312hrs Section 18 wounding Ambulance reporting a glassing. *CCTV was reported as being faulty when officers requested footage.	Saturday
27-11-15	Evening Licensing visit: Paul Allen in charge Positive Cocaine wipe *Unable to show CCTV *Whilst speaking with DPS a heavily intoxicated male came nose to nose with me. DPS advised that the male should not be served another alcoholic beverage as he was clearly drunk. DPS advised staff however 5 minutes later the male was in possession of a freshly pulled pint!	Friday
05-01-16	Action Plan meeting PLH failed to attend – Message left on mobile	
12-01-16	Spoke with PLH at Pubwatch to ask why he failed to attend the meeting, he stated he had personal issues. Advised to make contact with me by the end of the week to discuss the issues at the premises and a way to move forward – Failed to make contact	
22-01-16	██████████ @ 2059hrs Section 18 wounding as fractured eye socket and suspected broken nose. Male reported as being assaulted. *CCTV was not available for officers at the time of the incident due to no access to the private quarters. On 18 th Feb USB was provided but nothing had been recorded however when requested another copy, advised that the footage had been over written (less than the standard 31 days).	Friday

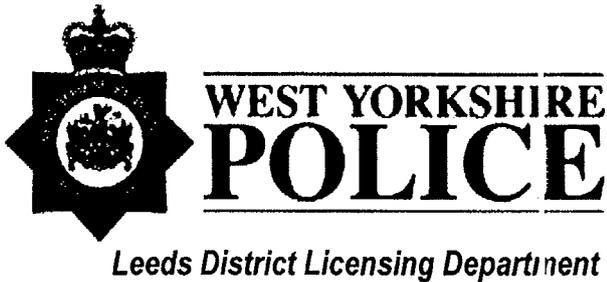
06-02-16	██████████ @ 0133hrs Injured Party informed officer that had been assaulted @ 2223hrs in the premises.(Friday)	Saturday
09-02-16	Failed to attend Pubwatch.	
21-02-16	██████████ @ 1606hrs Caller from Worlds End. Stated that a drunken male that had been in the venue all day had a knife in his pocket and was 'out to stab someone'.	Sunday
29-02-16	Message left for Mark Neave to make contact as a matter of urgency. Failure to arrange an action plan by the end of the week would result in review.	
03-03-16	AP meeting arrange for 09-03-16 Meeting cancelled within 20 mins of booking and rescheduled for 08-03-16 by myself. Message left for MN to advise and asked to return call to acknowledge.	
07-03-16	Spoke with MN at Pubwatch. He stated that he was unavailable to attend the AP meeting, advised to call the following day to rearrange.	
14-03-16	Licence suspended due to non payment of fee.	
16-03-16	Still no call from MN. Premises were in full operation and sales of alcohol were being made. After speaking with MN, payment was made. Hand delivered letter requesting AP meeting 23-03-16	
23-03-16	AP meeting	
09-04-16	Attended to check that CCTV had been moved as agreed but had not.	
27-04-16	No vary DPS has been received. No PL application received by LCC for Taylor Neave.	
01-05-16	██████████ @ 22:20hrs Call from ambulance that a male had been glassed in his face. Transpired that the male had not been glassed but punched and his teeth loosened however officers stated that unable to take a statement due to so heavily in drink. *officers unable to check the CCTV as apparently faulty – staff claimed that licensing were aware however they were not!*	Sunday
18-05-16	Paul Rix attended at the venue and was advised by staff that the CCTV had still not been moved and they had no access.	
12-06-16	██████████ @20:28hrs Caller reporting being attacked in the premises and 3 people jumped on her friend. When officers attended they reported that the caller was heavily intoxicated and kept changing her story. She had been the instigator by throwing a bottle and falling down the stairs.	Sunday
19-06-16	██████████ @ 17:28hrs Caller reported that he had been grabbed by the throat, taken outside and assaulted. *CCTV was not working in the area where the assault took place*	Sunday

20-06-16	<p>██████████ @ 14:32hrs Monday Caller reported being assaulted inside the venue Friday evening. A witness separated the parties.</p>
08-07-16	<p>██████████ @ 23 09hrs Friday Report of a customer discharging a firearm. Still under investigation however it appears that a Pubwatch banned person was drinking in the venue and after 20 mins asked to leave. *The staff failed to call the police and officers were advised that the outside cameras did not work*</p>
12-07-16	<p>Premises failed to attend Pubwatch and nominate the 2nd person involved in the firearm incident.</p>

- Change of DPS with immediate effect.
- Reduction in times for all licensable activities to 2300hrs.
- Opening Hours of the premises to be amended to 1100 – 2330hrs.
- 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.
- The CCTV system will cover all areas of the premises occupied by the public under the terms of the licence, including corridors and stairways.
- The CCTV system will cover the main entrance/s and exit/s and designated emergency egress routes from the premises.
- 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.
- 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 / member(s) 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 data controller, under the Data Protection Act 1998, who is responsible for any CCTV images caught on cameras on the premises will, on the lawful request of an authorised officer of a Responsible Authority (under the Licensing Act 2003), be downloaded immediately, or where this is not possible, as soon as reasonably practicable, and supplied to the requesting officer. Where the CCTV images are not supplied at the time of the request being made the data controller will ensure that it is secured to prevent any overwriting.
- The minimum number of door supervisors for the premises is 2 on a Friday and Saturday and Sunday preceding a Bank Holiday from 2000hrs until close and all customers have vacated the premises.
- The PLH/DPS will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti-social behaviour, admissions refusals and ejections from the premises.
- The Incident Report Register will contain consecutively numbered pages, the date time and location of the incident, details of the nature of the incident, the names and registration numbers of any door staff involved or to whom the incident was reported, the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported, the names and numbers of any police officers attending, the police incident and / or crime number, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.
- The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.
- A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.
- 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.

- 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.
- The PLH/DPS will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.

NOT PROTECTIVELY MARKED



Leeds District Licensing Department
West Yorkshire Police
District Headquarters
Elland Road
Leeds
LS11 8BU

Tel: 0113 385 9416
Email:
catherine.sanderson@westyorkshire.pnn.police.uk

16th March 2016

Mr M Neave



Dear Mr Neave

PREMISES LICENCE: WORLDS END PRI:M/02387/008

I have tried to arrange action plan meetings with you to discuss issues which have occurred at the venue. You have failed to attend one and advised me that you were unavailable to attend another which I had arranged.

As you have not made contact with me to re-arrange a further date, as you promised to do after both, I have now booked another meeting and expect you to attend please.

The meeting will be held at Leeds District Headquarters, Elland Road, LS11 8BU on 23rd March 2016 at 1000hrs.

Please ensure that you attend with the DPS, Paul Allen.

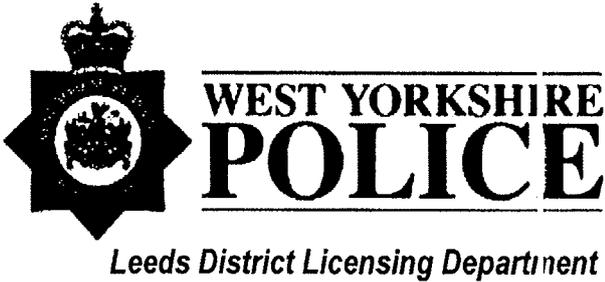
Yours sincerely

Cat Sanderson
Licensing Officer
Leeds District Licensing Department

Cc Paul Rix, LCC Licensing

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED



Leeds District Licensing Department
West Yorkshire Police
District Headquarters
Elland Road
Leeds
LS11 8BU



16th March 2016

Mr M Neave



Dear Mr Neave

PREMISES LICENCE: WORLDS END PRI:M/02387/008

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Please ensure that you attend with the DPS, Paul Allen.

Yours sincerely

Cat Sanderson
Licensing Officer
Leeds District Licensing Department

Cc Paul Rix, LCC Licensing

NOT PROTECTIVELY MARKED

WORLDS END
ACTION PLAN MEETING
23RD MARCH 2016

Persons present:

Mark Neave	- PLH
Taylor Neave	- Future DPS
Paul Allen	- Current DPS
Paul Rix	- LCC Enforcement Officer
PS Dave Shaw	- WYP Licensing
Cat Sanderson	- WYP Licensing

It was explained that the meeting had been arranged to discuss incidents which had occurred over the last 12 months. Additional to these were the licensing visit which CS had attended that needed discussing.

CS had invited the premises to attend action plan meetings since Christmas but this was the only one which had been attended. Had they have failed to attend this meeting, then she would have had no alternative but to apply for a review of the premises licence.

MN explained that TN was going to be taking over the running of the venue and become the DPS. CS asked whether she had a personal licence and TN stated that she had passed the course and her mother had sent all her paperwork into the Council for a licence to be produced. She was not sure when this had been sent but she thought that it had been in the last week. PR stated that he would check.

CS asked whether she had worked at the venue before. MN stated that she had worked there from a young age glass collecting. The customers had a lot of respect for her and listened to her. Even though she had another job, it was only part time and would not prevent her from being there on a weekend or evening.

PR confirmed that LCC did not have the documentation. It transpired that the CRB was 3 months old and the paperwork will have been returned to her. TN advised that she would chase this up asap.

CS explained that there had been on average, 1 incident reported a month at the venue which was unacceptable and substantially more than other venues. The majority of the incidents were fights and many reported weapons or serious injury. The incidents were occurring mainly after 2100hrs at the venue. Officers regularly reported that the customers were heavily intoxicated and this was one of the main contributory factors to the calls for service.

TN wanted to point out that there had been an incident at the venue where they had to report male threatening people with a knife. She stated that it took the police over 45 mins to attend which was not acceptable. DS stated that it was unfortunate that officers were unable to respond any faster however they will have attended as soon as they could however this complaint was not of relevance to this meeting.

CS confirmed that she was aware of the inebriation levels that customers were being allowed to get themselves into because she had witnessed it on an evening licensing visit with local police officers. She had been confirmed by a heavily intoxicated customer and advised PA not to allow him to be

served any more. When she looked back at him, he was drinking a fresh pint. This was unacceptable.

CCTV was also an issue with the venue. Many of the logs stated that officers were unable to obtain CCTV. This was because it had not been downloaded, had not recorded for 31 days, was not working or there was no access to the private quarters where the hard drive was located. CS suggested that this needed to be moved to an area where it could be accessed on officers request, possibly the office by the bar. MN confirmed that he would be able to move this. As he was going to work abroad for several weeks, he would ensure that it would be moved by Monday 28th March 2016. CS also requested that a minor variation be submitted with V7 CCTV conditions due to the condition on the licence being out of date. MN again confirmed that he would arrange for this. CS stated that it was to be done within a month.

CS asked whether they had door staff at the venue. MN confirmed that they did on occasion. They would have them on an evening but not during this time of year. CS explained that due to the number of incidents and the times that the incidents occurred, then she was looking at a 2 members of door staff measure from 2100hrs until customers had left the premises on a Friday, Saturday and Sunday preceding a Bank Holiday. TN stated that door staff did not listen to them and were often not very good. CS stated that whilst that may have been the case, she was employing them and therefore she needed to control them. If she was having issues with the ones employed than she needed to address it. TN still complained that they were not effective. CS stated that it was ultimately her responsibility to ensure that the ones she employed did their job correctly and it was up to her to manage them. PA stated that they only needed door staff for closing up and making sure that everyone left. CS immediately picked him up on this and explained that the reason door staff were required was because incidents were not just happening as customers were leaving but from 2100hrs and earlier! MN commented that he could arranged to have them from 2000hrs but both TN and PA jumped on that. CS agreed that she would allow a gentleman's agreement rather than a minor variation being submitted whilst they trialled it for a 3 month period to see whether it reduced the number and types of incidents occurring. PR advised that as Easter Bank Holiday was upon us, the door staff would need to be arranged asap to cover the weekend. MN stated that he would do that.

CS reiterated that agreements which had been reached and discussed timescales. It was felt that a DPS change could be completed within a month. PA asked why CS was in such a rush to take PA off the licence as DPS. CS explained due issues experienced whilst on Trinity's licence, various issues and calls for service at this venue, he had proved that he was unable to manage the venue and she did not trust him to ensure that the premises ran safely.

CS agreed to email MN with everything that had been agreed at the meeting.

Sanderson, Catherine

From: Sanderson, Catherine
Sent: 23 March 2016 12:13
To: [REDACTED]
Cc: 'Paul.Rix(GCSx)
Subject: Action Plan

Hi Mark

Further to our meeting this morning, I can confirm that the following need to be actioned within the specified time scales:

- 2 members of door staff to be employed at the venue every Friday, Saturday and every Sunday preceding a Bank Holiday from 2100hrs until the last customer has left – **with immediate effect** (3 month trial period)
- CCTV to be moved into the office – **1 week**
- The following conditions need to be minor varied onto the licence – **1 month**:
 1. 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
 2. The CCTV system will cover the main entrance/s and exit/s
 3. 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.
 4. The CCTV system will contain the correct time and date stamp information
 5. The CCTV system will have sufficient storage retention capacity for a minimum of 31 days' continuous footage which will be of good quality.
 6. 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.
- Taylor Neave to replace Paul Allen as DPS – **1 month**

Please let me know if there are any issues.

Kind regards

Cat

Cat Sanderson
Licensing Officer
Leeds District
Elland Road, Leeds, LS11 8BU

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YouTube www.youtube.com/999tv

Sanderson, Catherine

From: [REDACTED]
Sent: 27 April 2016 09:19
To: Sanderson, Catherine
Subject: OFFICIAL : RE: 'Worlds End

Morning Cat

I have checked our system and cannot find any record of any application for a personal licence by Taylor Neave.

I believe that should we have received any application it would follow a straightforward procedure.

A unique reference number is generated upon receipt of the paperwork for a personal licence. The application is then allocated to the responsible officer who then confirms the paperwork is acceptable / in date. If not correct then the officer contacts the applicant and a decision is made as to if the paperwork is to be retained for amendment or returned. Either way a reference number is in place.

Regards

Paul

Paul Rix
Senior Liaison & Enforcement Officer
Entertainment Licensing
Leeds City Council

[REDACTED]

From: Sanderson, Catherine [REDACTED]
Sent: 27 April 2016 08:53
[REDACTED]
Subject: Worlds End

Morning!

Please could I ask a favour?

Could you find out whether Taylor Neave 01/08/17 has applied for her personal licence with yourselves yet please?

Thanks

Cat

Cat Sanderson
Licensing Officer
Leeds District
Elland Road, Leeds, LS11 8BU

[REDACTED]
External: 0113 585 5410

[REDACTED]

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Sanderson, Catherine

From: [REDACTED]
Sent: 18 May 2016 13:37
To: Sanderson, Catherine
Subject: OFFICIAL : Worlds End, LS28, CCTV

Afternoon Cat

Visited the premises as requested this morning and was advised by two members of staff that the location of the CCTV system has not changed and it is still located in the upstairs office to which they do not have any access.

Regards

Paul

Paul Rix
Senior Liaison & Enforcement Officer
Entertainment Licensing
Leeds City Council



Could you make a difference to a young person's life?

Have you considered becoming a foster carer? Foster Care Fortnight runs from 16-29 May 2016. To find out more on how to become a foster carer come to our information event on 24th May from 6-8:30pm at Leeds North Village Hotel or click [here](#) to visit our website.

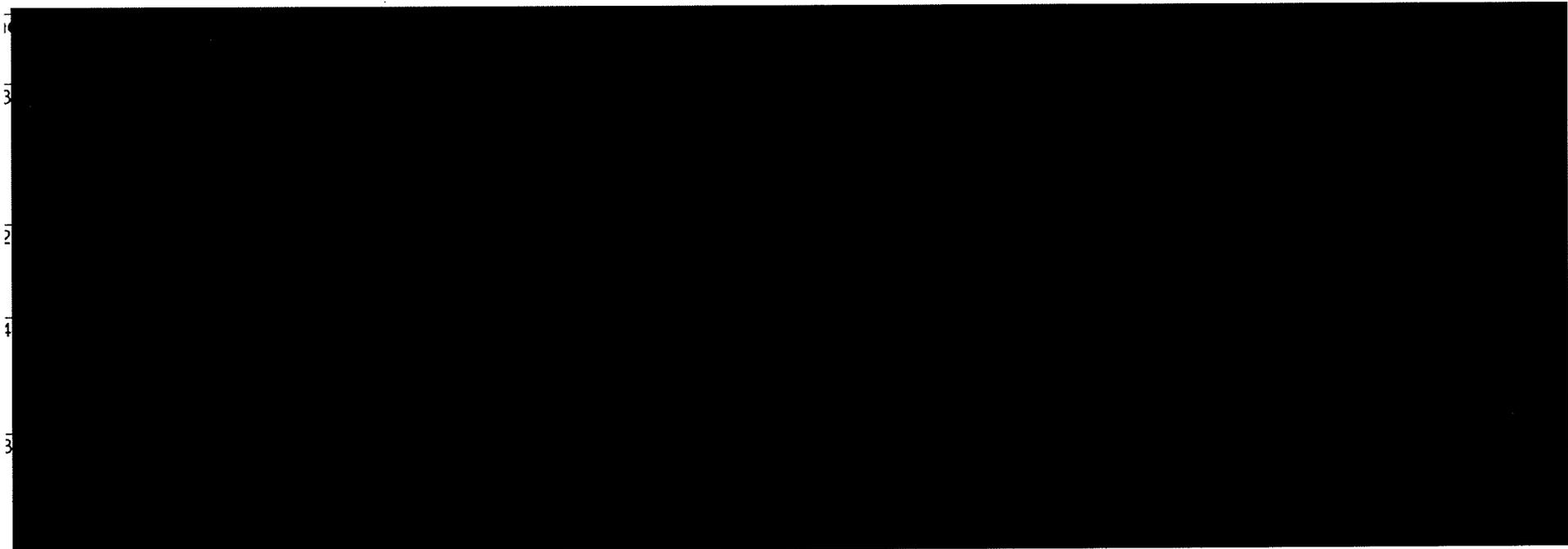
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orary event notices



ses licences and club premises certificates - Suspended/Surrendered/Lapsed/Revoked Licences and Refused/Withdrawn Applications

ce	Premises Name and Address	Termination Type	Date Termination Started
2387/008	Worlds End, Booths Yard, Pudsey, Leeds, LS28 7AB	Licence Suspended	14/03/2016

Premises Licence

Appendix B

Part A Schedule 12 Licensing Act 2003

Part 1 – Premises Details

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

Worlds End, Booths Yard, Pudsey, Leeds, LS28 7AB

Licensable activities authorised by this licence

Sale by retail of alcohol, Performance of live music, Performance of recorded music, Provision of facilities for making music, Provision of facilities for dancing,

Times the licence authorises the carrying out of licensable activities

Sale by retail of alcohol

Every Day 11:00 - 00:00

Performance of live music

Every Day 11:00 - 00:00

Location of activity: Indoors

Further details: Live rock, Indie, Latin, Jazz and other music performance.

Performance of recorded music

Every Day 11:00 - 00:00

Location of activity: Indoors

Further details: DJ, karaoke, recorded music via PA system

Provision of facilities for making music

Every Day 11:00 - 00:00

Location of activity: Indoors

Further details: Recording of live music played in pub.

Provision of facilities for dancing

Every Day 11:00 - 00:00

Location of activity: Indoors

Further details: Dance floor as per plans attached.

Details relating to all activities

Non standard timings: Extended opening times to 02:00 on New Years Eve, New Years Day, Christmas Eve and Good Friday.

Opening hours of the premises

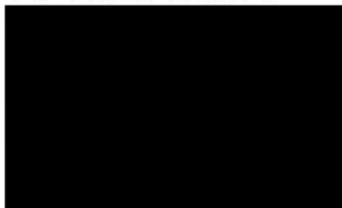
Everyday 11:00 - 00:00

Alcohol is sold for consumption on and off the premises

Part 2

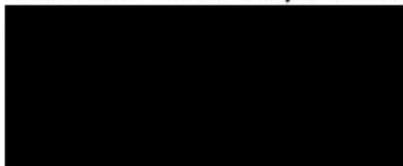
Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Mr Mark Neave



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

Mr Paul Anthony Allan

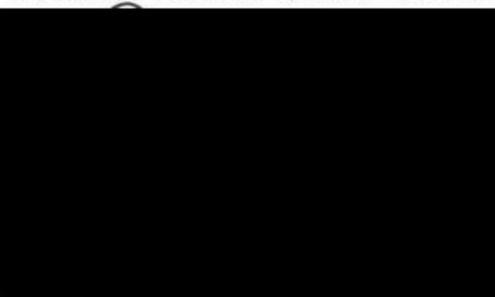


Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Personal licence number: LEEDS/PERL/04865/09

Licensing authority: Leeds City Council

Licence issued under the authority of Leeds City Council



Entertainment Licensing
Licensing and Registration

Annex 1 – Mandatory Conditions

1. Only individuals licensed by the Security Industry Authority may be used at the premises to guard against:-
 - a. unauthorised access or occupation (e.g. through door supervision), or
 - b. outbreaks of disorder, or
 - c. damage
2. 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.
3. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
4. The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises -

- a. games or other activities which require or encourage, or are designed to require or encourage individuals to -
 - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - ii. drink as much alcohol as possible (whether within a time limit or otherwise);
 - b. provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee other public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - c. provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - d. selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorize anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
 - e. dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
5. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
 6. The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

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 either -

- a. a holographic mark, or
- b. an ultraviolet feature.

7. The responsible person must ensure that -

- a. where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:
 - i. beer or cider: ½ pint;
 - ii. gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - iii. still wine in a glass: 125 ml;
- b. these measures are displayed in a menu; price list or other printed material which is available to customers on the premises; and
- c. where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

8. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

For the purposes of the condition set out in paragraph 1 of this condition -

- a. "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979(a);
- b. "permitted price" is the price found by applying the formula $P = D + (D \times V)$ where -
 - i. P is the permitted price,
 - ii. D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - iii. V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- c. "relevant person" means, in relation to premises in respect of which there is in force a premises licence -
 - i. the holder of the premises licence,
 - ii. the designated premises supervisor (if any) in respect of such a licence, or
 - iii. the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- d. "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- e. "value added tax" mean value added tax charged in accordance with the Value Added Tax Act 1994(b).

Embedded restrictions

Annex 2 – Conditions consistent with the operating schedule

The prevention of crime and disorder

9. Adopt the check 21 proof of age scheme in accordance with guidance issued by West Yorkshire Police.
10. Participate in a local pub watch scheme or licensing association (where one exists) that is recognised by West Yorkshire Police.
11. Operate an effective CCTV system to be maintained in accordance with guidelines issued by West Yorkshire Police.
12. When permission is sought for the sale or supply of alcohol during non standard hours for any Bank Holiday period, an event of national interest or a televised sporting event of national interest, then the following will apply:
 - The applicant must give West Yorkshire Police at least 10 clear working days written notice of any Bank Holiday period or any other event of national interest.
 - The non standard hours shall only apply to one hour before and one hour after a televised sporting event of national interest and a maximum of two additional hours in any one day to any other event of national interest.
 - The applicant must have made no more than 12 such applications relating to either an event of national interest or televised sporting event of national interest in any one calendar year.
 - If after the 5th working day commencing the day after the request is received, West Yorkshire Police do not respond, then consent will be deemed granted.
 - In relation to any request for non standard hours, West Yorkshire Police retain the right to suggest any reasonable variation in promoting the prevention of Crime and Disorder objective.

Public Safety

13. 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 are open.
14. 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.
15. 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.
16. 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. 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.
17. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.

18. A suitably trained first aider or appointed person will be provided at all times when the premises are open.
19. Adequate and appropriate first aid equipment and materials will be available on the premises.
20. 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.
21. Where strobes, lasers, smoke machines or any other special effects equipment may be used, a written health and safety policy covering all aspects of their use will be provided, and staff will be appropriately trained.
22. No strobes, lasers, smoke machines or any other special effects, 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.

The prevention of public nuisance

23. Ensure that no nuisance is caused by noise or vibration emanating from the premises.
24. Noise from the premises shall be inaudible at the nearest noise sensitive premises (i) after 23:00 hours and (ii) at any time when entertainment, as defined by paragraph 2 of schedule 1 of the Licensing Act 2003, takes place on more than 30 occasions per year.
25. Ensure that all licensable activities are conducted 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.
26. No bottles shall be placed in the external receptacle after 23:00 hours to minimise noise disturbance to adjoining properties.
27. Ensure that the rating level of noise from plant and machinery is no higher than 5dB below the lowest background level at the most affected noise sensitive premises during the operation of the plant. Plant and machinery shall be regularly serviced and maintained to continue to meet the rating level.
28. Clear and legible notices shall be displayed at exits and other circulatory areas requesting patrons to leave the premises having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti social behaviour. The activity of persons leaving the premises shall be monitored and they shall be reminded to leave quietly.
29. A cooling down period with reduced music volume shall be operated before the premises close.
30. Ensure that lighting provided for the purpose of customer and staff safety, for the security of the premises, and lighting associated with activities of entertainment and advertising is of such an intensity, suitably positioned and operated so as not to cause nuisance to neighbouring or adjoining properties.
31. Ensure that the premises are operated so as to prevent the emission of odours which are a nuisance at nearby premises or to persons in the immediate area.
32. Ensure that business waste is stored inside containers awaiting collection; that litter arising from people using the premises is cleared away regularly; that promotional materials such as flyers do not create litter; and that other street advertising is carried out lawfully.

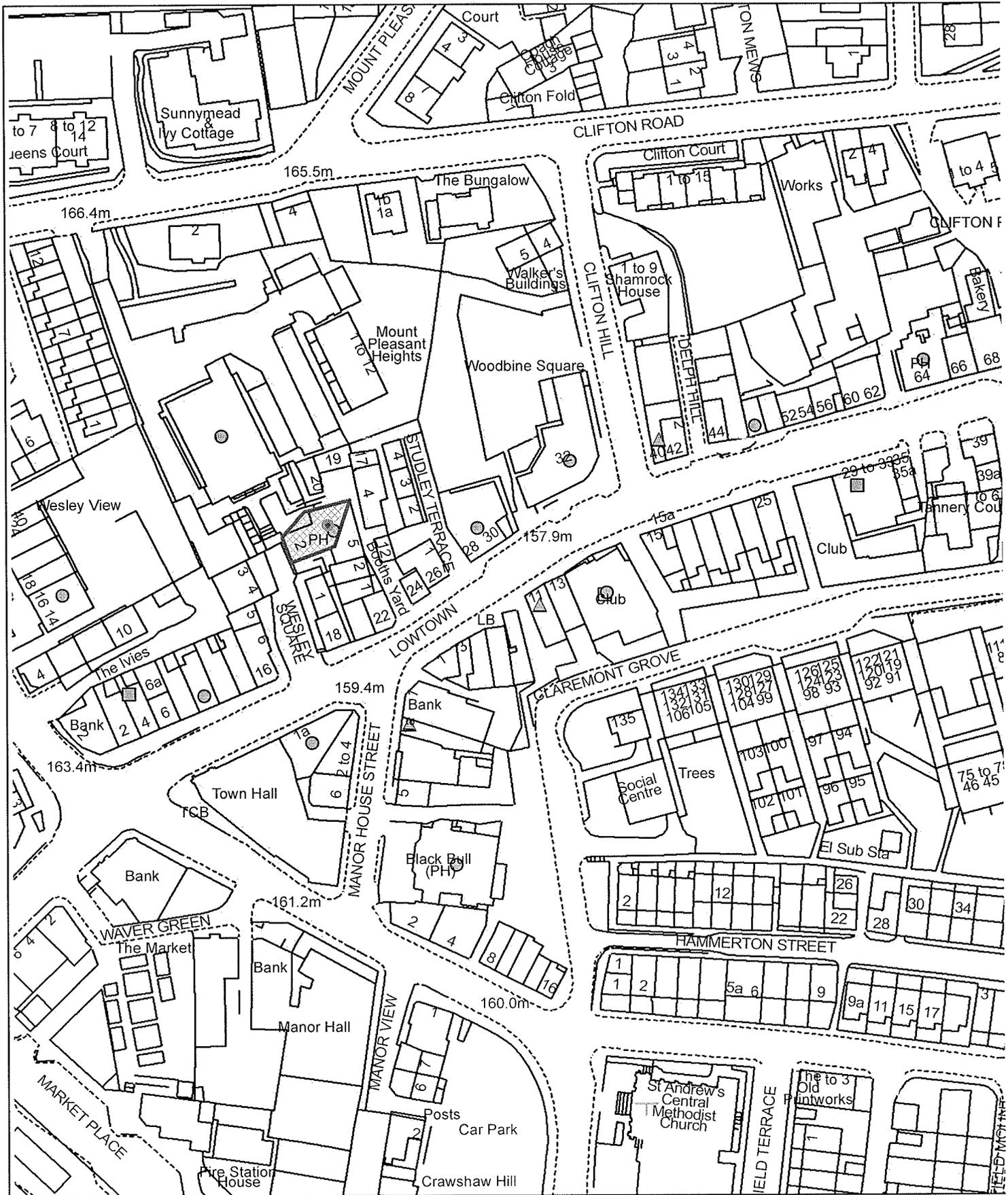
Annex 3 – Conditions attached after a hearing by the licensing authority

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.

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

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Key

-  On licence
-  Late night refreshment
-  Off licence
-  Other

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11. Reviews

The review process

- 11.1 The proceedings set out in the 2003 Act for reviewing premises licences and club premises certificates represent a key protection for the community where problems associated with the licensing objectives occur after the grant or variation of a premises licence or club premises certificate.
- 11.2 At any stage, following the grant of a premises licence or club premises certificate, a responsible authority, or any other person, may ask the licensing authority to review the licence or certificate because of a matter arising at the premises in connection with any of the four licensing objectives.
- 11.3 An application for review may be made electronically, provided the licensing authority agrees and the applicant submits a subsequent written application. The licensing authority may also agree in advance that the application need not be given in writing. However, these applications are outside the formal electronic application process and may not be submitted via GOV.UK or the licensing authority's electronic facility.
- 11.4 In addition, the licensing authority must review a licence if the premises to which it relates was made the subject of a closure order by the police based on nuisance or disorder and the magistrates' court has sent the authority the relevant notice of its determination, or if the police have made an application for summary review on the basis that premises are associated with serious crime and/or disorder.
- 11.5 Any responsible authority under the 2003 Act may apply for a review of a premises licence or club premises certificate. Therefore, the relevant licensing authority may apply for a review if it is concerned about licensed activities at premises and wants to intervene early without waiting for representations from other persons. However, it is not expected that licensing authorities should normally act as responsible authorities in applying for reviews on behalf of other persons, such as local residents or community groups. These individuals or groups are entitled to apply for a review for a licence or certificate in their own right if they have grounds to do so. It is also reasonable for licensing authorities to expect other responsible authorities to intervene where the basis for the intervention falls within the remit of that other authority. For example, the police should take appropriate steps where the basis for the review is concern about crime and disorder. Likewise, where there are concerns about noise nuisance, it is reasonable to expect the local authority exercising environmental health functions for the area in which the premises are situated to make the application for review.
- 11.6 Where the relevant licensing authority does act as a responsible authority and applies for a review, it is important that a separation of responsibilities is still achieved in this process to ensure procedural fairness and eliminate conflicts of interest. As outlined previously in Chapter 9 of this Guidance, the distinct functions of acting as licensing authority and responsible authority should be exercised by different officials to ensure a separation of responsibilities. Further information on how licensing authorities should achieve this separation of responsibilities can be found in Chapter 9, paragraphs 9.13 to 9.19 of this Guidance.

- 11.7 In every case, any application for a review must relate to particular premises in respect of which there is a premises licence or club premises certificate and must be relevant to the promotion of one or more of the licensing objectives. Following the grant or variation of a licence or certificate, a complaint regarding a general issue in the local area relating to the licensing objectives, such as a general (crime and disorder) situation in a town centre, should generally not be regarded as a relevant representation unless it can be positively tied or linked by a causal connection to particular premises, which would allow for a proper review of the licence or certificate. For instance, a geographic cluster of complaints, including along transport routes related to an individual public house and its closing time, could give grounds for a review of an existing licence as well as direct incidents of crime and disorder around a particular public house.
- 11.8 Where a licensing authority receives a geographic cluster of complaints, the authority may consider whether these issues are the result of the cumulative impact of licensed premises within the area concerned. In such circumstances, the authority may also consider whether it would be appropriate to include a special policy relating to cumulative impact within its licensing policy statement. Further guidance on cumulative impact policies can be found in Chapter 13 of this Guidance.
- 11.9 Representations must be made in writing and may be amplified at the subsequent hearing or may stand in their own right. Additional representations which do not amount to an amplification of the original representation may not be made at the hearing. Representations may be made electronically, provided the licensing authority agrees and the applicant submits a subsequent written representation. The licensing authority may also agree in advance that the representation need not be given in writing.
- 11.10 Where authorised persons and responsible authorities have concerns about problems identified at premises, it is good practice for them to give licence holders early warning of their concerns and the need for improvement, and where possible they should advise the licence or certificate holder of the steps they need to take to address those concerns. A failure by the holder to respond to such warnings is expected to lead to a decision to apply for a review. Co-operation at a local level in promoting the licensing objectives should be encouraged and reviews should not be used to undermine this co-operation.
- 11.11 If the application for a review has been made by a person other than a responsible authority (for example, a local resident, residents' association, local business or trade association), before taking action the licensing authority must first consider whether the complaint being made is relevant, frivolous, vexatious or repetitious. Further guidance on determining whether a representation is frivolous or vexatious can be found in Chapter 9 of this Guidance (paragraphs 9.4 to 9.10).

Repetitious grounds of review

- 11.12 A repetitious ground is one that is identical or substantially similar to:
- a ground for review specified in an earlier application for review made in relation to the same premises licence or certificate which has already been determined; or
 - representations considered by the licensing authority when the premises licence or certificate was granted; or
 - representations which would have been made when the application for the premises licence was first made and which were excluded then by reason of the prior issue of a provisional statement; and, in addition to the above grounds, a reasonable interval has not elapsed since that earlier review or grant.

- 11.13 Licensing authorities are expected to be aware of the need to prevent attempts to review licences merely as a further means of challenging the grant of the licence following the failure of representations to persuade the licensing authority on an earlier occasion. It is for licensing authorities themselves to judge what should be regarded as a reasonable interval in these circumstances. However, it is recommended that more than one review originating from a person other than a responsible authority in relation to a particular premises should not be permitted within a 12 month period on similar grounds save in compelling circumstances or where it arises following a closure order.
- 11.14 The exclusion of a complaint on the grounds that it is repetitious does not apply to responsible authorities which may make more than one application for a review of a licence or certificate within a 12 month period.
- 11.15 When a licensing authority receives an application for a review from a responsible authority or any other person, or in accordance with the closure procedures described in Part 8 of the 2003 Act (for example, closure orders), it must arrange a hearing. The arrangements for the hearing must follow the provisions set out in regulations. These regulations are published on the Government's legislation website (www.legislation.gov.uk). It is particularly important that the premises licence holder is made fully aware of any representations made in respect of the premises, any evidence supporting the representations and that the holder or the holder's legal representative has therefore been able to prepare a response.

Powers of a licensing authority on the determination of a review

- 11.16 The 2003 Act provides a range of powers for the licensing authority which it may exercise on determining a review where it considers them appropriate for the promotion of the licensing objectives.
- 11.17 The licensing authority may decide that the review does not require it to take any further steps appropriate to promote the licensing objectives. In addition, there is nothing to prevent a licensing authority issuing an informal warning to the licence holder and/or to recommend improvement within a particular period of time. It is expected that licensing authorities will regard such informal warnings as an important mechanism for ensuring that the licensing objectives are effectively promoted and that warnings should be issued in writing to the licence holder.
- 11.18 However, where responsible authorities such as the police or environmental health officers have already issued warnings requiring improvement – either orally or in writing – that have failed as part of their own stepped approach to address concerns, licensing authorities should not merely repeat that approach and should take this into account when considering what further action is appropriate.
- 11.19 Where the licensing authority considers that action under its statutory powers is appropriate, it may take any of the following steps:
- modify the conditions of the premises licence (which includes adding new conditions or any alteration or omission of an existing condition), for example, by reducing the hours of opening or by requiring door supervisors at particular times;
 - exclude a licensable activity from the scope of the licence, for example, to exclude the performance of live music or playing of recorded music (where it is not within the incidental live and recorded music exemption);
 - remove the designated premises supervisor, for example, because they consider that the problems are the result of poor management;

- suspend the licence for a period not exceeding three months;
 - revoke the licence.
- 11.20 In deciding which of these powers to invoke, it is expected that licensing authorities should so far as possible seek to establish the cause or causes of the concerns that the representations identify. The remedial action taken should generally be directed at these causes and should always be no more than an appropriate and proportionate response.
- 11.21 For example, licensing authorities should be alive to the possibility that the removal and replacement of the designated premises supervisor may be sufficient to remedy a problem where the cause of the identified problem directly relates to poor management decisions made by that individual.
- 11.22 Equally, it may emerge that poor management is a direct reflection of poor company practice or policy and the mere removal of the designated premises supervisor may be an inadequate response to the problems presented. Indeed, where subsequent review hearings are generated by representations, it should be rare merely to remove a succession of designated premises supervisors as this would be a clear indication of deeper problems that impact upon the licensing objectives.
- 11.23 Licensing authorities should also note that modifications of conditions and exclusions of licensable activities may be imposed either permanently or for a temporary period of up to three months. Temporary changes or suspension of the licence for up to three months could impact on the business holding the licence financially and would only be expected to be pursued as an appropriate means of promoting the licensing objectives. So, for instance, a licence could be suspended for a weekend as a means of deterring the holder from allowing the problems that gave rise to the review to happen again. However, it will always be important that any detrimental financial impact that may result from a licensing authority's decision is appropriate and proportionate to the promotion of the licensing objectives. But where premises are found to be trading irresponsibly, the licensing authority should not hesitate, where appropriate to do so, to take tough action to tackle the problems at the premises and, where other measures are deemed insufficient, to revoke the licence.

Reviews arising in connection with crime

- 11.24 A number of reviews may arise in connection with crime that is not directly connected with licensable activities. For example, reviews may arise because of drugs problems at the premises; money laundering by criminal gangs, the sale of contraband or stolen goods, or the sale of firearms. Licensing authorities do not have the power to judge the criminality or otherwise of any issue. This is a matter for the courts. The licensing authority's role when determining such a review is not therefore to establish the guilt or innocence of any individual but to ensure the promotion of the crime prevention objective.
- 11.25 Reviews are part of the regulatory process introduced by the 2003 Act and they are not part of criminal law and procedure. There is, therefore, no reason why representations giving rise to a review of a premises licence need be delayed pending the outcome of any criminal proceedings. Some reviews will arise after the conviction in the criminal courts of certain individuals, but not all. In any case, it is for the licensing authority to determine whether the problems associated with the alleged crimes are taking place on the premises and affecting the promotion of the licensing objectives. Where a review follows a conviction, it would also not be for the licensing authority to attempt to go beyond any finding by the courts, which should be treated as a matter of undisputed evidence before them.

- 11.26 Where the licensing authority is conducting a review on the grounds that the premises have been used for criminal purposes, its role is solely to determine what steps should be taken in connection with the premises licence, for the promotion of the crime prevention objective. It is important to recognise that certain criminal activity or associated problems may be taking place or have taken place despite the best efforts of the licence holder and the staff working at the premises and despite full compliance with the conditions attached to the licence. In such circumstances, the licensing authority is still empowered to take any appropriate steps to remedy the problems. The licensing authority's duty is to take steps with a view to the promotion of the licensing objectives in the interests of the wider community and not those of the individual licence holder.
- 11.27 There is certain criminal activity that may arise in connection with licensed premises which should be treated particularly seriously. These are the use of the licensed premises:
- for the sale and distribution of Class A drugs and the laundering of the proceeds of drugs crime;
 - for the sale and distribution of illegal firearms;
 - for the evasion of copyright in respect of pirated or unlicensed films and music, which does considerable damage to the industries affected;
 - for the illegal purchase and consumption of alcohol by minors which impacts on the health, educational attainment, employment prospects and propensity for crime of young people;
 - for prostitution or the sale of unlawful pornography;
 - by organised groups of paedophiles to groom children;
 - as the base for the organisation of criminal activity, particularly by gangs;
 - for the organisation of racist activity or the promotion of racist attacks;
 - for knowingly employing a person who is unlawfully in the UK or who cannot lawfully be employed as a result of a condition on that person's leave to enter;
 - for unlawful gambling; and
 - for the sale of smuggled tobacco and alcohol.
- 11.28 It is envisaged that licensing authorities, the police and other law enforcement agencies, which are responsible authorities, will use the review procedures effectively to deter such activities and crime. Where reviews arise and the licensing authority determines that the crime prevention objective is being undermined through the premises being used to further crimes, it is expected that revocation of the licence – even in the first instance – should be seriously considered.

Review of a premises licence following closure order

- 11.29 Licensing authorities are subject to certain timescales, set out in the legislation, for the review of a premises licence following a closure order. The relevant time periods run concurrently and are as follows:
- when the licensing authority receives notice that a magistrates' court has made a closure order it has 28 days to determine the licence review – the determination must be made before the expiry of the 28th day after the day on which the notice is received;

- the hearing must be held within ten working days, the first of which is the day after the day the notice from the magistrates' court is received;
- day (there must be five clear working days between the giving of the notice and the start of the hearing).

Review of a premises licence following persistent sales of alcohol to children

11.30 Where persistent sales of alcohol to children have occurred at premises, responsible authorities should consider applying for a review of the licence, whether there has been a prosecution for the offence under section 147A or a closure notice has been given under section 169A of the 2003 Act. In determining the review, the licensing authority should consider revoking the licence if it considers this outcome is appropriate. Responsible authorities should consider taking steps to ensure that a review of the licence is routine in these circumstances.