Para number (new	Amendments (additions shown in bold)	Notes
para numbers unless otherwise stated)		
Front Cover - Title	Change "Leeds City Council Statement of Licensing Policy"	The title of the document has been changed to fall in line with the 'Gambling Act 2005 –
	То	Statement of Licensing Policy'.
	"Licensing Act 2003 - Statement of Licensing Policy"	
1. The Purpose of the Licens	ing Policy	
1.1	Additional sentence added to the end of para 1.1 as follows, "Unless otherwise stated any references to the council are to the Leeds Licensing Authority."	This amendment has been made to fall in line with the 'Gambling Act 2005 – Statement of Licensing Policy'.
	NB: In line with the above amendment all occurrences of the term 'Licensing Authority' in the policy have been replaced with 'the council'	
1.5	Change	
	"The council will impose conditions where necessary and following relevant representation and/or use effective enforcement to promote good practice, in partnership with key agencies.	
	То:	
	Following relevant representations the council will impose conditions where necessary to promote the licensing objectives and or use effective enforcement to address premises where there are problems, in partnership	
4 7	with key agencies such as	
1.7	Insert new 1.7 as follows:	
	"The council is aware however that government guidance suggests that the	
	prevention of public nuisance could include low-level nuisance perhaps affecting a few people living locally as well as major disturbance affecting the	
	whole community. It may also include in appropriate circumstances the	

Appendix 4 - Final Draft Statement of Licensing Policy - summary of policy changes in paragraph number order

Para number (new para numbers unless otherwise stated)	Amendments (additions shown in bold)	Notes
	reduction of the living and working amenity and environment of interested parties (as defined in the 2003 Act) in the vicinity of licensed premises. See further guidance on 'vicinity' at paragraph 8.8 to 8.9."	
1.8 (previously 1.7)	Amended from: "The Licensing Authority will monitor the effect of this policy throughout the period it covers through: Licensing liaison meetings with representatives of licence holders such as pubwatch meetings and with responsible authorities and with interested parties through Area Communities. To read:	
	"The council will monitor the effect of this policy throughout the period it covers through licensing liaison meetings with representatives of licence holders such as pub watch meetings and also by way of regular meetings with the responsible authorities."	
2. The scope of the licensing	policy	
2.4	Insert new 2.4 as follows: "The scheme of the Licensing Act is that applicants should make applications and assess what matters, if any, need to be included within the operating schedule to address the licensing objectives. If an application is lawfully made and no relevant representations are received then the council must grant the application. Only if relevant representations are made, will the council's discretion be engaged."	
2.5	Insert new 2.5 as follows:	
	This policy seeks to provide advice to applicants about the approach they	

Para number (new para numbers unless otherwise stated)	Amendments (additions shown in bold)	Notes
	should take to making applications and the view the council is likely to take on certain key issues where representations have been made.	
3. The Leeds District		
3.1	Change "Leeds City Council has sought to establish Leeds as a major European City and cultural and social centre. It is the second largest metropolitan district in England with excellent accessibility and transport connections and a population of 2.2 million people living within 30 minutes drive of the city centre."	The reference to excellent transport links has been removed further to the request by Overview and Scrutiny Committee to remove the same from the 'Gambling Act 2005 – Statement of Licensing Policy''.
	To: ""Leeds City Council has sought to establish Leeds as a major European City and cultural and social centre. It is the second largest metropolitan district in England and has a population of 2.2 million people living within 30 minutes drive of the city centre."	
3.4	"The success of arts and heritage organisations including the Grand Theatre , West Yorkshire Playhouse, Opera North, Northern Ballet Theatre, Phoenix Dance Theatre, Harewood House and the Henry Moore Institute, has helped to attract other major arts and heritage investments such as the award winning Royal Armouries and the Thackray Medical Museum."	Reference to the Grand Theatre has been added further to the request by Cllr R Feldman to add the same in the 'Gambling Act 2005 – Statement of Licensing Policy''.
5. Cultural Activities in Lee	ds	
5.2	Change "Leeds Town Hall is the dedicated public concert hall/ performance arena in Leeds and the Civic Theatre is dedicated to amateur performance and public use for Leeds. Millennium square in the city centre is intended to be a focus for public events and entertainment."	

Para number (new para numbers unless otherwise stated)	Amendments (additions shown in bold)	Notes
	To: "Leeds Town Hall is the dedicated public concert hall/ performance arena in Leeds and the Carriageworks Theatre is dedicated to amateur performance and public use for Leeds. Millennium square in the city centre is a focus for public events and entertainment."	
5.4	Change "Within the district there are 120 church/village halls and schools licensed for public entertainment and many of these will be or may wish to be licensed for the sale or supply of alcohol. To: "Within the district there are 120 church/village halls and schools licensed for regulated entertainment and or the sale or supply of alcohol."	

Para number (new para numbers unless otherwise stated)	Amendments (additions shown in bo	old)	Notes
6. General Principles			
NB: Please note that the subs	sections within section 6 of the policy have been t	horoughly moved around.	
As an aide memoir please fin	d below both the old running order and now the n	ew running order for section 6 c	of the policy:
Planning (6.9-6.12) Human Rights (6.13) Impact of Licensed activity (6 Excessive Consumption of Al Licensing Hours (6.22-6.28) Local, national and internation Drinking up time (6.30) The cumulative Impact of a c Cumulative Impact Policy (6.3 Conditions (6.40-6.43) Staff Training(6.44) Special Events in the open ai	.4-6.5) rcial or community Applicants (6.6-6.8) .14-6.16) cohol/Binge Drinking (6.17-6.21) nal occasions (6.29) oncentration of Licensed Premises (6.31-6.32) 33-6.39) r or in Temporary Structures (6.45-6.51)	Conditions (6.24-6.27) Planning (6.28-6.31) Staff Training (6.32-6.34) Local, national and internation Special Events in the open a	6.5-6.7) Alcohol/Binge Drinking (6.18-6.23) onal occasions (6.35-6.36) air or in Temporary Structures (6.37-6.42) ercial or community Applicants (6.43-6.45)
6.1	Change In determining a licensing application the overri application will be determined on its own merit, Licensing Policy, guidance issued under Sectio State and the need to promote the 4 licensing o	having regard to this n 182 by the Secretary of	
	То:		
	In determining a licensing application the overri	ding principle will be that each	

Para number (new para numbers unless otherwise stated)	Amendments (additions shown in bold)	Notes
	application will be determined on its own merit, having regard to the need to promote the 4 licensing objectives and taking into account this Licensing Policy and the guidance issued under Section 182 by the Secretary of State.	
6. General principles - 6.5 -	6.7 – Impact of Licensed Activity	
6.5	Insert new 6.5 as follows:	
	"Where no representations are made the council will grant a licence subject to conditions consistent with the operating schedule."	
6.6 (previously 6.14)	After first sentence add. "The requirement to promote the Licensing Objectives will be the paramount consideration."	
6.7 (previously 6.16)	Amend: "The following factors would normally be taken into account when the Licensing Authority is looking at the impact of the activities concerned: To Read:	
	"Where relevant representations are made the following factors will normally be taken into account when the council is looking at the impact of the activities concerned:"	
6. General Principles – 6.8 –	6.15 – Licensing Hours	
6.8 (previously 6.22)	Change	
	"The government strongly recommends that longer licensing hours with regards to the sale of alcohol are important to ensure that the concentration of customers leaving premises simultaneously are reduced."	
	То:	
	"The government recommends that in some circumstances, flexible licensing hours with regards to the sale of alcohol are important to ensure that the concentration of customers leaving premises simultaneously are reduced."	

Para number (new para numbers unless otherwise stated)	Amendments (additions shown in bold)	Notes
6.11 (previously 6.25)	Change "Under the new regime there will be no permitted hours for the sale of alcohol. This will mean that the existing position of earlier closing on Sundays will not automatically apply. Applicants will be able to suggest in their operating schedule the hours they wish to open and to vary their existing licences if they wish to open beyond their current permitted hours." To: "Under the Act there are no permitted hours for the sale of alcohol. Applicants are able to suggest in their operating schedule the hours they wish to open and to apply to vary their existing licences if they wish to open beyond their current permitted hours."	
6.12	Insert new para 6.12 as follows: "However, there is no general presumption in favour of lengthening licensing hours and the four licensing objectives will be paramount considerations at all times."	
6.13 (previously 6.26)	 Change "The Licensing Authority will normally grant the hours of use proposed on the operating schedule where the operating schedule and any risk assessment demonstrates that: the potential effect on crime and disorder is not significant the agreed operating schedule demonstrates that the applicant is taking appropriate steps to minimise any adverse impact on local residents and businesses appropriate transport facilities are available, or the applicant has made suitable arrangements to transport customers away from the venue. 	

Para number (new para numbers unless otherwise stated)	Amendments (additions shown in bold)	Notes
	То:	
	If relevant representations are made the council will only grant the hours of use proposed where the operating schedule and any risk assessment adequately demonstrates that	
6.14 (previously 6.27)	Delete: "In all cases the licensing objectives must e promoted.	
	sumption of Alcohol / Binge Drinking	
6.18 (previously 6.17)	Change	
	Change	
	"The Licensing Authority recognises concerns expressed about the link between supply of discounted liquor and incidents of alcohol related disorder. The Licensing Authority also recognises the impact of excessive or binge drinking on public health."	
	То:	
	"The council is acutely aware of the link between the supply of alcohol, that is subject to certain promotions and the possibility of resultant incidents of alcohol related crime and disorder and implications for public safety, public nuisance and the risk of harm to children"	
6.19	Insert new 6.19 as follows:	
	The council also recognises the impact that excessive or binge drinking can have on public health and that positive action on promoting the licensing objectives is equally likely to have an indirect impact on public health	
Old 6.20 Deleted	Remove the following para:	
	In particular, where relevant representations are made or reviews are requested on any individual case, the licensee will be expected to demonstrate to the Licensing Authority that appropriate measures are in place to ensure that the impact of such promotions on the licensing	

Para number (new para numbers unless otherwise stated)	Amendments (additions shown in bold)	Notes
	objectives in (and in the vicinity of) the premises are kept to a minimum.	
6.20	Insert new para 6.20 as follows: "The British Beer and Pub Association states that a promotion is irresponsible where it encourages or incites individuals to drink to excess, behave in an anti-social manner or fuels drunkenness. The council as Licensing Authority will use the powers contained within the Licensing Act to ensure operators' promotional activities do not undermine the licensing objectives."	Changes made following consultation feedback which queried previous reference to 'discounted drinks'. The changes have been made to be more explicit about the types of irresponsible drinks promotions in accordance with the BBPA code of practice.
6.21	 Insert new para 6.21 as follows: "The following examples taken from the BBPA's guidance document 'Point of sale promotions' are promotions which have been identified (and agreed with the BBPA's members) as promotions which should not be operated: Reward schemes that are only redeemable over short periods thereby encouraging the purchase and consumption of large quantities of alcohol over a short period of time Drinking games - these tend to encourage either speed drinking or the drinking of large quantities of alcohol Promotions that involve large quantities of free drinks - e.g. Women drink free Entry fees that are linked with unlimited amounts of drinks - e.g. '£x.99 on the door and all your drinks are free' or 'All you can drink for £x.99' Promotions that are an incentive to speed drinking or encourage people to 'down their drinks in one' - e.g. 'If you finish your first bottle of wine by nine, the next one is on us' NB: The above list is not exhaustive and is simply a selection of the 	
6.22	promotions which are contained, in full, in the guidance document. Insert new para 6.22 as follows:	
	"Any premises found to be participating in irresponsible drinks promotions such as those above and other similar promotions will be reported to the	

Para number (new para numbers unless otherwise stated)	Amendments (additions shown in bold)	Notes
	Leeds Enforcement Group (a multi-agency forum consisting of various enforcement agencies including West Yorkshire police, West Yorkshire Trading Standards and the council's environmental health services) and will be considered as high risk premises for multi-agency compliance and enforcement visits. The responsible authorities have stated that where evidence shows that a premises' alcohol drinks promotions are undermining one or more of the licensing objectives, then they will instigate a review of the licence."	
6.23 (previously 6.19)	"When completing operating schedules and in their management of premises, applicants should consider guidance documents on the responsible promotion of alcohol and on binge drinking, such as the British Beer and Pub Association's Guidelines on On-Trade Promotions - guide on Point of Sales Promotions 6.19 The Licensing Authority expects applicants to have regard to these issues when completing risk assessments or operating schedules."	
	To: "When completing operating schedules and in the management of premises, applicants should consider guidance documents on the responsible promotion of alcohol and on binge drinking, such as the document referred to at 6.21 above. The council expects applicants to comply with these industry agreed codes of practice and to consider the issues raised in these documents when completing risk assessments or operating schedules."	
Para 6.24 (previously 6.21)	Para 6.24 remains unchanged as follows: "On receipt of relevant representations from a responsible authority or interested party, which demonstrate a clear causal link between sales promotions and levels of crime and disorder or public nuisance on or in the vicinity of the premises, the council will consider the imposition of a licence condition prohibiting irresponsible sales promotions or the discounting of prices of alcoholic beverages at those premises.	

Para number (new para numbers unless	Amendments (additions shown in bold)	Notes
otherwise stated) 6. General Principles – 6.28 -	– 6.31 – Planning	
6.32 (previously 6.12)	Change	
	"A decision on any licence application will not consider whether any decision to grant or refuse planning permission or building consent was lawful and correct."	
	То	
	"Where relevant representations are received any decision on a licence application will not consider whether any decision to grant or refuse planning permission or building consent was lawful and correct. It will take into account what the impact of granting the application will be on the four licensing objectives."	
7. Cumulative Impact Policy (This section was originally part of section 6 of the policy but now becomes a sep	arate section)
Area 1 – City Centre	Policy remains unchanged. New style map attached which contains some minor alterations to the cumulative impact boundaries. Eg. to tighten up some gaps between the roads.	
Area 2 – Headingley	Policy amended as follows:	
	Original Policy:	
	"It is the Licensing Authority's policy, on receipt of relevant representations, to refuse applications in Area 2 for new night clubs and for pubs and clubs which are characterised as large capacity vertical drinking premises (sometimes called high volume vertical drinking establishments) which are premises with large capacity used primarily or exclusively for the sale or consumption of alcohol, and which have little or no seating for patrons. It is also the Licensing Authority's policy to refuse applications to materially extend the opening hours of any licensed premise within the area.	

Para number (new para numbers unless otherwise stated)	Amendments (additions shown in bold)	Notes
	New Policy:	
	"It is the council's policy, on receipt of relevant representations, to refuse applications in Area 2 for premises which are predominantly 'alcohol-led'. It is also the council's policy to refuse applications to materially extend the opening hours of any licensed premise within the area.	
	In addition It is also the council's policy on receipt of relevant representations to refuse applications for new premises seeking a licence to provide hot food between 11.00 pm and 5.00 am where the food is purchased to take away from the premises as opposed to premises where the food is to be consumed on the premises and whilst patrons are seated at tables provided for that purpose.	
	New style map attached. NB: No alterations to the policy boundary.	
Area 3 – Hyde Park/Woodhouse	Policy remains unchanged. New style map attached. NB: No alterations to the policy boundary.	
Area 4 – Chapel Allerton	Policy remains unchanged. New style map attached. NB: No alterations to the policy boundary.	
Area 5 - Horsforth	New policy inserted as follows:	
	"Area 5 as defined on the map at appendix 3e relates to the Horsforth district of Leeds centred on Town Street.	
	It is the council's policy, on receipt of relevant representations, to refuse applications in Area 5 for licences for new pubs, clubs, bars, night clubs, café bars and restaurants."	

Para number (new para numbers unless otherwise stated)	Amendments (additions shown in bold)	Notes
8. The Licensing Process (Th own section.)	nis section was originally section 7 of the policy but now becomes section 8 due to	o moving the Cumulative Impact Policy into its
8.1 (previously 7.1)	Change:	
	"Applications will be made to the council in the form prescribed by Regulations. The council will issue guidance to applicants setting out the detail of the process."	
	То:	
	"Applications must be made to the council in the form prescribed by Regulations. Guidance is available to applicants setting out the detail of the process.	
8.2 (previously 7.2)	Change:	
	"The council will appoint a Licensing Committee of 15 Councillors." To:	
	"The Licensing Authority has appointed a Licensing Committee of 15 councillors.	
8. The Licensing Process – F 'vicinity'.)	Representations and 'vicinity' (This section has been thoroughly redrafted to pick	up in detail guidance on the meaning of
8.6 (previously 7.6)	Unchanged	
8.7	Insert new 8.7 as follows:	
	"Members of the public who wish to submit a representation in regards to a licence application need to be aware that their personal details will be made available to the applicant. If they are not happy for this to occur then they should contact a local representative such as a ward/parish or town councillor	

Para number (new para numbers unless otherwise stated)	Amendments (additions shown in bold)	Notes
	or any other locally recognised body or association about submitting the representation on their behalf. The council has prepared detailed guidance on the procedure for this, which can be accessed on the council website."	
8.8	Insert new 8.8 as follows: "Where a representation is received which is not from a responsible authority the council will in the first instance make a judgement on whether it is relevant. This will involve determining whether the representation has been made by an interested party and whether or not for example, the individual resides or is involved in business "in the vicinity" of the premises concerned."	
8.9	Insert new 8.9 as follows: "In making its decision on the question of vicinity the council will consider whether the individuals residence or business is likely to be directly affected by disorder and disturbance occurring or potentially occurring on those premises or immediately outside the premises."	
8.10 (previously 7.8)	Unchanged	
8.11 (previously 7.7)	Unchanged	
8.12	Insert new 8.12 as follows: "Where hearings are required as a result of relevant representations, the council may extend the time limits involved in calling hearings in order to allow the parties to negotiate suitable conditions to be added to the operating schedule and avoid the need for a hearing. Such an extension of time is considered to be in the public interest."	

Para number (new para numbers unless otherwise stated)	Amendments (additions shown in bold)	Notes
	ub premises certificates (including conversions and variations) (This section was oving the Cumulative Impact policy into its own section.)	originally section 8 of the policy but now
9.1 (previously 8.1)	Change:	
	An application for, or conversion and/or variation of a premises licence or club premises certificate must be in the form specified by regulations.	
	То:	
	An application for or variation of a premises licence or club premises certificate must be in the form specified by regulations.	
	Plus delete:	
	An application for conversion must be accompanied by the original or certified copies of the existing licences / certificates and associated conditions.	
	Delete:	
	(i) New application or variation of existing premises licence / club premises certificate	
9.3 (previously 8.3)	Change:	
	"Applicants are referred to section 11 for more detail on how the licensing objectives could be addressed and promoted.	
	То:	
	Applicants are referred to paras 9.5 to 9.9 below which contains information on carrying out a risk assessment.	

Para number (new para numbers unless otherwise stated)	Amendments (additions shown in bold)	Notes
12. Promotion of the Licensin Cumulative Impact Policy into	g Objectives – 12.1 – 12.40 (This section was originally section 11 of the policy b o its own section.)	out now becomes section 12 due to moving the
This section has been compr In principal the section now g	ehensively rewritten and so referencing the changes against the old version is no ives more detailed examples of control measures for each of the licensing object	ot required. tives.
13. Enforcement and reviews into its own section.)	(This section was originally section 12 of the policy but now becomes section 13	3 due to moving the Cumulative Impact Policy
13.1	Insert new 13.1 as follows: "The Licensing Act contains stringent safeguards to ensure that the council, and responsible authorities, are able to deal with premises that wilfully and persistently undermine the licensing objectives. The council and responsible authorities are committed to encouraging a thriving day time and evening licensed economy but will not tolerate those premises whose activities infringe upon the quality of life for local residents and businesses."	This area improved as a result of the consultation feedback.
13.2	Insert new 13.2 as follows: "The council has established a multi agency enforcement protocol which sets out the framework for the risk based enforcement of the Licensing Act 2003 following the principals of better regulation advocated by the Better Regulation Commission. The protocol allows for the for carrying out of inspections with the police, the fire authority and between appropriate council departments."	
13.3	Insert new 13.3 as follows: "The enforcement protocol's mission statement is to protect the public, interested parties and the environment from harm caused as a result of activities made licensable by virtue of the Licensing Act 2003."	
13.4 (previously 12.2)	Change:	
	"In accordance with the it's Licensing Enforcement policy, the licensing	

Para number (new para numbers unless otherwise stated)	Amendments (additions shown in bold)	Notes
	Authority adopts a multi-agency approach to the prosecution of offences under the Licensing Act."	
	То:	
	"In accordance with the enforcement protocol, the council adopts a multi- agency approach to the prosecution of offences under the Licensing Act."	
13.5 (previously 13.5)	"Consideration will be given to the appropriate powers that should be used to address a problem where other agencies such as the police, fire authority, environmental protection and trading standards also have their own powers."	Inclusion of Trading Standards to recognise the important role they play as a partner agency.
13.7 (previously 12.4)	Change:	
	"The Licensing Authority will also have regard to the council's policies of none tolerance of anti social behaviour and environmental crime.	
	То:	
	"The council has a zero tolerance to anti social behaviour and environmental crime."	
13.15 (previously 12.13)	Change:	The size and content of this bullet pointed list has been reduced to emphasise areas
	 Use of the premises for the use or supply of drugs Use of the premises for laundering the proceeds of drugs crimes Use of the premises for the sale or distribution of illegal firearms Use of the premises for the sale or supply of stolen or counterfeit goods Underage purchase and consumption of alcohol Use of the premises for prostitution or sale/distribution of unlawful pornography Use of the premises for unlawful gaming Use of the premises for the organisation of racist, homophobic or sexual abuse or attacks 	that are of particular concern.
	 abuse or attacks Failure to promptly respond to a warning properly given by the Fire Authority 	

Para number (new para numbers unless otherwise stated)	Amendments (additions shown in bold)	Notes
	 or other competent authority on a matter of public safety at premises. Failure to avoid easily avoidable but critical risks, including any obstruction of an escape route to, and if necessary beyond a fire exit, and the locking or fastening of fire exit doors during times that premises are open for trade, will be considered an extremely serious failure. Nuisance from noise or smell caused by a failure to install any or inadequate equipment and/or failure to maintain such equipment Failure to implement an effective policy to prevent fly posting and to contain or collect litter from flyers or other advertising materials discarded in the vicinity o the premises. Failure to implement an effective policy to contain or collect litter discarded in the vicinity of the premises. Previous convictions for licensing offences Previous failure to comply with licence condition 	
	То:	
	When considering a review request or the possibility of enforcement action the council will take into account all relevant circumstances but will view the following matters particularly seriously:	
	 use of the premises for criminal activities such as the supply of drugs or money laundering failure to promptly respond to a warning properly given by a responsible authority previous convictions for licensing offences previous failure to comply with licence conditions. 	
13.16	Insert new 13.16 as follows:	
	"The Violent Crime Reduction Act 2006 has amended parts of the Licensing Act 2003 and now expands police and council powers to deal with problem premises in a more expedient manner."	

Para number (new para numbers unless otherwise stated)	Amendments (additions shown in bold)	Notes
13.17	Insert new 13.17 as follows: A new power to carry out summary reviews in serious cases of crime and disorder is brought in at section 53A of the Licensing Act 2003. Where a review application is accompanied by a certificate issued by a senior police officer, the Licensing Authority is required within 48 hours to consider whether it is necessary to take any interim steps pending the completion of the review process. This may include the immediate suspension of the premises licence.	