

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

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

1. The licensed area will be open to the public during the hours specified.
2. The Premises Licence Holder or a nominated person shall be in charge of and remain upon the licensed area whilst it is being used for licensable activities.

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

3. The Licence Holder shall ensure that the capacity of the area is controlled and does not exceed the figure as agreed with the Responsible Authorities.
4. A suitable CCTV system will cover the event space at all times when the public are present.
5. Entry to the licensed area will be refused to any person who appears to be drunk, acting in a threatening manner or is violent.
6. Members of the public who commit acts of anti-social behaviour will be removed from the area and prevented from returning.
7. Any such instances will be recorded in the Incident Report Register.
8. Any seizure of drugs or offensive weapons shall be recorded in the Incident Report Register and reported to the West Yorkshire Police.
9. A suitable 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.
10. A plan showing furniture positioning and temporary structures will be sent to the Police and Licensing Authority in advance of each event.

**c) Public safety**

11. Written records of all accidents and safety incidents involving members of the public will be kept in the form of an Incident Report Register. The register will be maintained on the licensed site and produced for inspection by an authorised officer of the Responsible Authorities. The Licence holder will retain the register for a period of 6 months following the event.

d) The prevention of public nuisance

12. Noise from the licensed area will not cause a nuisance at the nearest noise sensitive premises.
13. Bottles will not be placed in the external receptacle between 23.00 and 06.00 hours to minimise noise disturbance to adjoining properties.
14. Waste collection, plant and machinery, deliveries and other activities that might generate noise will be located as far as possible from residential properties and other noise-sensitive properties.
15. The licensed area will be operated in a manner which will prevent unwanted odours causing a nuisance to persons in the immediate area or nearby properties.
16. The licensee has a fire risk assessment under the Regulatory Reform (Fire Safety) Order 2005. This will be made available at the request of an authorised officer. Please refer to Fire Safety Risk Assessments (open air events & venues booklet) ISBN 139781851128235.
17. Portable electrical appliances including those brought in temporarily onto the licensed area will be checked on a regular basis by a suitably qualified person to ensure they are in a safe condition.
18. Temporary electrical wiring and distributions will be inspected by a suitably qualified person before they are put into use.
19. No additional temporary structures will be allowed in the licensed area other than those for which the details have previously been submitted to and approved by the Responsible Authorities.
20. Completion certificates for all temporary structures will be obtained prior to the admission of the public to the licensed site.
21. Certificates will be maintained on the site for inspection by any authorised officer and retained for a period of 6 months after the event.
22. Regular safety inspections of temporary structures shall be undertaken. A written record of these inspections will be kept.
23. The records will be maintained on site for inspection by an authorised officer and retained for a period of 6 months after.

e) The protection of children from harm

24. The 'Check 21' Scheme will be used to prevent the sale of alcohol to persons under 18 years of age.