

## Appendix A

**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)**

The premises are a boutique hotel with a bar/restaurant. It is not anticipated that the customer base for premium priced premises will affect the licensing objectives.

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

- 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 have sufficient storage retention capacity for a minimum of 31 days' continuous footage which will be of good quality
- 3 The CCTV system will be capable of securing relevant pictures for review or export at a later date
- 4 The CCTV system will be adequately maintained and be capable of transporting recorded material onto a removable media
- 5 The CCTV system replay software must allow an authorised officer of the Licensing Authority or Responsible Authority to search the picture footage effectively and see all the information contained in the picture footage
- 6 The Supervisors Register will state the name of the person who is in overall charge of the premises at each time that licensed activities are carried out, and this information will be retained for a period of twelve months and produced for inspection on request to an authorised officer
- 7 The minimum number of door supervisors for the premises is 1 from 22:00 until the premises close on Fridays and Saturdays
- 8 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
- 9 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
- 10 A suitable purpose-made receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police or British Transport Police
- 11 There will be a communication link via radio to other venues in the city centre. This will be the system recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police
- 12 Such communication link will be kept in working order at all times when licensable activities are taking

place

- 13 The communication link will be available to the Designated Premises Supervisor or other nominated supervisor and be monitored by that person at all times that licensed activities are being carried out
- 14 All incidents of crime or disorder will be reported via the link to an agreed police contact point
- 15 The PLH/DPS staff will ask proof of age from any person appearing to be under the age of 25 who attempts to purchase alcohol at the premises
- 16 The PLH/DPS staff will ask for acceptable evidence (as agreed by WYP / WYTSS) from any person appearing to be under the age of 25 who attempts to purchase alcohol at the premises
- 17 Drinks, open bottles and glasses will not be taken from the premises at any time Empty bottles and glasses will be collected regularly and promptly Glass and other sharp objects will be stored and disposed of safely using suitable receptacles Receptacles will be secured and not accessible to the customers
- 18 The PLH/DPS will belong to a recognised trade body or Pub Watch Scheme where one exists, whose aims include the promotion of the licensing objectives
- 19 An agreed number of covers will be maintained at all times the premises are operating The number of covers will be 28
- 20 Waiter/waitress service will be in operation throughout the premises in relation to orders for food and/or alcohol
- 21 The licensed bar/restaurant will be available only to people staying in the hotel rooms and their bona fide guests between the hours of midnight and 02 00am
- 22 Food will be on offer at all times the premises are selling alcohol

**c) Public safety**

- 23 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
- 24 Electrical installations will be inspected on a periodic basis (at least every 3 years or at a frequency specified in writing) by a suitably qualified and competent person Inspection records/ certificates will be kept and made available at the request of an authorised officer If used, any temporary electrical wiring and distributions will also be inspected Inspection records/certificates will be kept These will be made available at the request of an authorised officer
- 25 Regular safety checks of guarding to stairs, balconies, landings and ramps will be undertaken, and a supervision policy will be maintained to prevent people from inappropriate behaviour including climbing which may lead to a fall from height
- 26 A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner,
- 27 The premises have a current Fire Risk Assessment

**d) The prevention of public nuisance**

28 Licensable activities will be conducted and the facilities for licensed activities will be designed and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties

29 Bottles will not be placed in any external receptacle after 23 00 hours and 07 00 hours to minimise noise disturbance to neighbouring properties

30 Noise from plant or machinery will be inaudible at the nearest noise sensitive premises during the operation of the plant or machinery Plant and machinery will be regularly serviced and maintained to meet this level

**e) The protection of children from harm**

**Checklist**

Please tick to indicate agreement

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15)

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND**