

Section 4 - OPERATING SCHEDULE

32. Opening hours: (If internet sales only please tick here and continue to Q39)

Monday 22:00 – 04:00*

Friday 22:00 – 05:00*

Tuesday 22:00 – 04:00*

Saturday 22:00 – 05:00*

Wednesday 22:00 – 04:00*

Sunday 22:00 – 04:00*

Thursday 22:00 – 04:00*

* - the day following

33. Has the applicant entered into any written or oral agreement in connection with the business, for example a management agreement, partnership agreement or profit share arrangement? Please provide details Yes No

a. Please provide details of any lender, mortgage or others providing finance:

N/A

b. Please provide details of any merchandising agreements:

N/A

Premises management

34. Please state the name of the person who will be in day to day control of the premises (the manager).

Ms Manuela Bianca Haruta

a. Will the manager be based at the premises Yes No

b. Will the management of the premises be the manager's sole occupation Yes No

35. Who will be in control of the premises in the manager's absence (relief manager)?

Mr Suhel Mohmed

a. Will the relief manager be based at the premises in the absence of the manager? Yes No

If you have ticked 'no' to any of the above, please provide details

(Please complete an SE5 form for each person mentioned in this section)

External appearance and advertising

36. Please describe the proposed exterior signage and advertising. Please include nature, content and size of each sign and any images to be used:

Please refer to the photographs showing the front of the building showing the signage

Please note that a drawing/photo of the front elevation is required to be submitted with this application

37. Please describe how the interior of the premises is obscured to passers by:

The front entrance door is blacked out and there is a curtained off lobby area within the entrance to the venue

38. Please describe any proposed window displays:

None

39. Please describe how the business is to be advertised, i.e. business cards, billboard advertising, personal solicitation, advertising on motor vehicles, radio or television advertising:

Flyers

Policies and Operating Schedule

40. Please provide details of the age verification policy:

Challenge 25

41. Please provide details of the CCTV arrangements:

24 camera CCTV system which is operational at all times that licensable activities are provided. The system covers all public areas (save toilets). 16 cameras are viewable on the main screen with a further 4 on an additional screen. The 4 additional camera cover the VIP area and back room

The system is maintained and capable of recording to removable media

CCTV footage is secured and retained in accordance with the SEV and premises licences

Two viewing monitors are located in the manager's office

At all times that the venue is open to the public a member of staff (who is conversant with use of the system) is on duty

42. State measures to be taken to prevent nuisance to residents and businesses in the vicinity:

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

No bottles shall be placed in an external receptacle after 23:00

Lighting provided for the purpose of customer and staff safety, lighting for the security of the premises, and lighting associated with activities of entertainment and advertising shall be of suitable intensity, suitably positioned and operated so as not to cause nuisance to neighbouring or adjoining properties

The premises will be operated so as to prevent the emission of odours capable of being considered a nuisance at nearby premises or to persons in the immediate area

Business waste will be placed inside closed containers awaiting collection and litter arising outside the premises from patrons of the premises will be cleared away regularly. Promotional material such as flyers shall not create litter and street advertising is to be carried out lawfully

There shall be no external loud speakers at the premises

Patrons shall not be allowed to use any external area for the consumption of food and/or drink

The activity of patrons using any external area e.g. for the purpose of smoking, queuing etc. shall be monitored and patrons shall be reminded to have regard to the needs of local residents, and prevented from causing a public nuisance, where necessary

Clear, legible notice 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 antisocial behaviour. The activity of persons leaving the premises shall be monitored and they shall be reminded to leave quietly where necessary

A facility shall be provided for customers to order taxis and telephone numbers for taxi firms shall be displayed within the premises. Generally, taxis are booked for the customer with either Amber, Speedline, or Premier. Our number is prioritised which means that taxis are provided on average 80% quicker. We liaise with local taxi firms to ensure a ready supply of taxis thereby reducing disturbance. A waiting area for customers waiting for taxis is provided within the premises

43. State measures to be taken to promote public safety:

Before opening, checks are undertaken to ensure that access to the premises is clear for emergency vehicles. Regular checks are undertaken whilst the premises is open

Written records of all accidents and safety incidents involving members of the public are kept. These can be made available to an authorised officer on request

A suitably trained and competent person will ensure regular safety checks of the premises including decorative and functional fixtures; floor surfaces and equipment (inc. electrical appliances) to which the public may come into contact, are undertaken. Records of these checks are kept and can be made available to an authorised officer on request

Regular checks of the guarding on stairs, balconies, landings and ramps is undertaken and a supervision policy is in place to prevent inappropriate behaviour, such as climbing.

Safety glass that is impact resistant is used wherever possible in all areas where the public may come into contact with it. Where glazing is used in non-public areas then glazing should be shielded to protect it from impact

A spillage policy is kept to ensure that spillages are dealt with in a timely and safe manner

Members of the public will be prevented from accessing kitchen areas to prevent the risk of scalds or burns

First aid training is undertaken to ensure suitably trained first aiders or an appointed person is provided whilst the premises is open

Adequate first aid equipment and materials shall be available at the premises

A procedure for dealing with illness is in place, including for those who appear to be under the influence of alcohol or drugs. Staff shall be appropriately trained in such procedures

Where strobes, lasers, smoke machines or any other special effects are used then a clear warning will be displayed.

Alcohol will not be served to those who appear drunk

44. State measures to be taken to prevent crime and disorder:

Please refer to details of CCTV above

Suitable numbers of Security Industry Authority (SIA) registered door supervisors (numbers to be agreed by the Police and Licensing Authority) will be present at the premises during relevant entertainment

The premises participates in the Night Net radio known as "Bacsil" in accordance with guidance issued by West Yorkshire Police

A secure receptacle to the standard required by West Yorkshire Police is provided for staff to deposit drugs and/or weapons confiscated

Where SIA door supervisors are employed then a register (with consecutively numbered pages) is maintained showing (for the period of 1 year from last entry):

- The date/time of any incident
- The nature of the incident
- The full name(s) of any staff involved including their SIA badge number, to whom the incident was reported, including the names and numbers of any police officers who attended the scene and the details of any witness(es)

The incident report register shall be produced for immediate inspection on request by any Police Officer or Licensing Enforcement Officer of Leeds City Council

45. State measures to be taken to protect children from harm:

The applicant operates a Challenge 25 policy. Persons who appear under the age of 25 are required to show a valid form of ID confirming that they are over 18. A notice to this effect is displayed at the premises in accordance with the conditions of the SEV licence

No under 18's are to be permitted to enter premises

Relevant entertainment will not be visible to persons under 18 years of age who may be outside the premises

46. State measures to ensure employees age and right to work in the UK:

All employees must complete an induction form confirming that the employee is over 18 and has the right to work in the United Kingdom. Copies of relevant documents are retained by the premises.

Please see our policies appended to this application

47. Describe training and welfare policies:

Please see our policies appended to this application

Training is conducted on induction for new employees with refresher training taking place quarterly. All training is recorded.

Applications for Sexual Entertainment Venues Only

48. Is the proposal for full nudity?

Yes No

49. Describe the nature of the entertainment, e.g. lap-dancing, pole dancing, stage strip-tease:

Pole dancing
Stage striptease
Fully nude lapdancing

50. Please enclose a copy of the code of practice performers must abide by (or equivalent document), and describe how performers will be monitored to ensure compliance:

Please see our policies appended to this application

Performers are monitored by management and CCTV is in place as detailed above

51. Please enclose a copy of the code of conduct customers must abide by (or equivalent document), and describe how customers will be monitored to ensure compliance:

Please see our policies appended to this application

Performers are monitored by management and CCTV is in place as detailed above

52. Please enclose a copy of the welfare policy for performers (or equivalent document) and describe how this will be distributed.

Please see our policies appended to this application

A copy is provided to all performers on induction. The performer welfare policy is also available translated into performers native language (if required)

53. Does the business intend to provide vehicles to transport customers or performers to and from the premises? Yes No

Please enclose copies of the relevant licences issued by Taxi and Private Hire Licensing.

The premises will call taxis for patrons (as required) and performers

Further information

54. Please set out any further information you wish the authority to take into account.

None

55. Is there any information on this form you do not wish to be seen by members of the public? If so state which information and the reasons why you do not wish it to be seen.

We ask that all personal details e.g. addresses, dates of birth etc. are not disclosed as part of any papers made available to the general public