

**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)**

Please see b), c) and d) below.

**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 cover all areas of the premises occupied by the public under the terms of the licence.
3. The CCTV system will cover the main entrance and exit and the designated emergency egress routes from the premises. There are a minimum of four cameras outside the premises which also cover the adjoining alleyway.
4. The CCTV system will be of a satisfactory resolution quality which will enable the identification of persons and activities, and other fine details such as vehicle registration number plates.
5. The CCTV system will contain the correct time and date stamp information.
6. The CCTV system will have sufficient storage retention capacity for a minimum of 31 days' continuous footage which will be of good quality.
7. 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.
8. The CCTV system will be adequately maintained and be capable of transporting recorded material onto a removable media.
9. It must be possible to replay exported files immediately e.g no re-indexing of files or verification checks.
10. The minimum number of door supervisors for the premises is two on Friday and Saturdays from 9pm until 6am and other times will be risk assessed.
11. The premises licence holder will ensure that a 'Daily Record Register' is maintained on the premises by the door staff.
12. The Daily Record Register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty and finished duty (verified by the individual's signature).
13. The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry.

14. The PLH will ensure that an incident Report Register is maintained on the premises to record incidents such as anti social behaviour, admissions of refusals and ejections from the premises.

15. 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.

16. Such communication link will be kept in working order at all times when licensable activities are taking place.

17. Any police instructions or directions given via the link will be complied with whenever given.

18. All incidents of crime and disorder will be reported via the link to an agreed police contact point.

**c) Public safety**

19. The premises employs fully trained staff who are conversant with environmental health requirements. All staff will be trained in relation to environmental health requirements.

20. Written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.

21. Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scold or burns.

**d) The prevention of public nuisance**

22. The premises licence holder will display notices in the premises asking customers to be responsible when they discard rubbish.

23. Staff will be instructed to periodically clear litter from the street around the premises and ensure no rubbish is discarded in the street.

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

Please see b), c) and d) above.