



PREM7

Entertainment Licensing, Leeds City Council, Civic Hall, Leeds, LS1 1UR

Application to vary a premises licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Leeds City Council (insert name(s) of applicant) **being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below**

Premises licence number
02252

Part 1 – Premises Details

Postal address of premises or, if none, Ordnance Survey map reference or description

Roundhay Park
Princes Ave

Post town
Leeds

Post code
LS8 1DE

Telephone number of premises (if any)

0113 3786002

Non domestic rateable value of premises

£ NIL

Part 2 – Applicant Details

Daytime contact telephone number

01133786002

Email address (optional)

eventsinparks@leeds.gov.uk

Current postal address
if different from
premises address

Civic Hall

Post Town

Leeds

Postcode

LS1 1UR

Part 3 - Variation

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible?

Yes ☒ No ☐

If not, from what date do you want the variation to take effect?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1)

Yes ☐ No ☒

Please describe briefly the nature of the proposed variation (please read guidance note 2)

Roundhay Park is a City park providing a facility for the people of Leeds. The park is owned and managed by Leeds City Council Parks and Countryside Service.

The park is open to the public 365 days a year and consists of open grass areas, sports pitches, two lakes, woodland, tennis courts, sports court, children's play areas, bowling green etc (please see attached plan).

Roundhay Park has been an iconic venue for large events throughout the years. In addition, it provides a vital function for community groups and charities looking to host events to raise funds. All events wanting to use Roundhay Park are subject to our application process and our Health and Safety procedures and where applicable Leeds Safety Advisory Group.

This application is to increase the capacity of the licensable events from 19,999 to 79,999. In 2006 Roundhay Park held a license for 79,999 however decreased it due to the lack of demand for large scale events.

If your proposed variation would mean that 5 000 or more people are expected to attend the premises at any one time please state the number expected to attend

79'999

Part 4 - Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if the application to vary is successful

Please tick all that apply

Provision of regulated entertainment

- | | | |
|----|---|--------------------------|
| a) | play (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) | films (if ticking yes fill in box B) | <input type="checkbox"/> |
| c) | indoor sporting events (if ticking yes fill in box C) | <input type="checkbox"/> |
| d) | boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) | live music (if ticking yes, fill in box E) | <input type="checkbox"/> |
| f) | recorded music (if ticking yes, fill in box F) | <input type="checkbox"/> |
| g) | performances of dance (if ticking yes, fill in box G) | <input type="checkbox"/> |
| h) | anything of a similar description to that falling within (e) (f) or (g)
(if ticking yes fill in box H) | <input type="checkbox"/> |

Provision of late night refreshment (if ticking yes fill in box I) ☐

Sale by retail of alcohol (if ticking yes fill in box J) ☐

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 8)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 5)		
Mon					
Tue					
			State any seasonal variations for performing play (please read guidance note 6)		
Wed					
Thur					
			Non standard timings Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left please list (please read guidance note 7)		
Fri					
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 8)			Will the exhibition of a films take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 5)		
Mon					
Tue					
			State any seasonal variations for the exhibition of films (please read guidance note 6)		
Wed					
Thur					
			Non standard timings Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left please list (please read guidance note 7)		
Fri					
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 8)			Please give further details (please read guidance note 5)	
Day	Start	Finish		
Mon				
Tue			State any seasonal variations for indoor sporting events (please read guidance note 6)	
Wed				
Thur				
Fri			Non standard timings Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left please list (please read guidance note 7)	
Sat				
Sun				

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 8)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 4)		Indoors	
					Outdoors	
					Both	X
Day	Start	Finish				
Mon			Please give further details here (please read guidance note 5)			
Tue						
Wed			State any seasonal variations for the boxing or wrestling entertainment (please read guidance note 6)			
Thur						
Fri			Non standard timings Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left please list (please read guidance note 7)			
Sat						
Sun						

E

Live music Standard days and timings (please read guidance note 8)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 5)		
Mon					
Tue			State any seasonal variations for the performance of live music (please read guidance note 6)		
Wed			Non standard timings Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left please list (Please read guidance note 7)		
Thur					
Fri					
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 8)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 5)		
Mon					
Tue			State any seasonal variations for the playing of recorded music (please read guidance note 6)		
Wed			Non standard timings Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left please list (please read guidance note 7)		
Thur					
Fri					
Sat					
Sun					

G

Performance of dance Standard days and timings (please read guidance note 8)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur			State any seasonal variations for the performance of dance (please read guidance note 6)		
Fri			Non standard timings Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left please list (please read guidance note 7)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment you will be providing		
			Will the entertainment take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur			State any seasonal variations for the entertainment of a similar description to that falling within (e) (f) or (g) (please read guidance note 6)		
Fri			Non standard timings Where you intend to use the premises for the entertainment of a similar description to that falling within e) f) or g) at different times to those listed in the column on the left please list (please read guidance note 7)		
Sat					
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 8)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 5)		
Mon					
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 6)		
Thur					
Fri			Non standard timings Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left please list (please read guidance note 7)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption on or off the premises or both – please tick (please read guidance note 9)	On the premises	
				Off the premises	
				Both	
Day	Start	Finish	State any seasonal variations for providing dancing facilities (please read guidance note 6)		
Mon					
Tue					
Wed			Non standard timings Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left please list (please read guidance note 7)		
Thur					
Fri					
Sat					
Sun					

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 10)

L

Hours premises are open to the public Standard days and timings (please read guidance note 8)			State any seasonal variations (please read guidance note 6)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			Non standard timings Where you intend to open the premises to be open to the public at different times from those listed in the column on the left please list (please read guidance note 7)
Fri			
Sat			
Sun			

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking

Please tick ✓ yes

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

☐
☐

If you have not ticked one of these boxes please fill in reasons for not including the licence, or part of it below

Reasons why I have failed to enclose the premises licence or relevant part of the premises licence

M

Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation

a) General – all four licensing objectives (b, c, d, e) (please read guidance note 11)

Leeds City Council, Parks and Countryside has an application process that requires all those requesting to use one of our green spaces completes 130 days prior to their event date
In order to be granted permission the event organiser must provide us with assurances that they have adhered to the license conditions and current event legislation by submitting a suite of appropriate Health and Safety documentation
All events that are held in Leeds are subject to a Safety Advisory Group (SAG) which works in partnership with emergency services and professional bodies to discuss all aspects relating to the event and offer appropriate guidance

b) The prevention of crime and disorder

Localised crime and disorder within the park perimeter is dealt with by the park management, park rangers and partnerships with local neighbourhood policing team
However event organisers utilising the park are required to implement a process to address any crime and disorder
For large ticketed events there will be conditions of entry that will be available upon purchasing a ticket On the day of the event these conditions will be clearly displayed at the entrance gates and will be enforced by the events chosen accredited security company and a search policy may be implemented and have CCTV in operation
The security company would then be responsible throughout the day to ensure that the conditions of entry and the sites premises license are adhered to This is likely to require the security provider and event organiser working in partnership with local Policing networks
These procedures will need to be clearly documented within their event security plans and disseminated to all and will form part of the documents submitted to SAG for comments

c) Public safety

Public safety at events is paramount and as land owners it is our responsibility to ensure that the event organisers using our land has taken all aspects of public safety in to consideration Leeds City Council, Parks and Countryside are key members of the SAG
The nature of the SAG ensures that they are able to offer event organisers professional advice to event organisers of best practice for all aspects of event health & safety
The purpose of this is to

- To promote high levels of safety and welfare
- to ensure events cause minimal adverse impact to the community
- To encourage cooperation and coordination between relevant agencies so that events are safe and successful

Event organisers are requested to provide to Parks and Countryside and SAG a suite of documents such as Event Safety Management Plan Risk Assessments Medical plan, Adverse weather plan, along with other plans mentioned in B, D, E
Within the body of these documents we would expect to see details of competent contractors procured to undertake specialist task evacuation procedures and details of what happens should there be an incident
Where the sale of alcohol takes place the Designated Premises Supervisor (DPS) will implement a check 25 policy as minimum ensure that all spirits and measures are made available that prices are clearly displayed and that all staff serving alcohol are doing so under the authorisation of the DPS
As part of the SAG process all events are shared with partner agencies such as West Yorkshire Police, Yorkshire Ambulance Service and West Yorkshire Fire Service etc
These partners will be able to advise on any intelligence in relation to the event that would in turn require counter terrorism measures implementing levels of medical provision and fire obligations

d) The prevention of public nuisance

Parks and Countryside host a number of events already at Roundhay Park and have created links within the local community
These links help us disseminate information about upcoming events and the impact that may have on the wider community
For the larger events advance signage is implemented and we distribute letters to local residents providing information of the event and its operational times we have a designated telephone number enabling local residents to get in touch with an onsite Officer who can address any issues
Events will not be permitted to operate outside of licensed hours and will have follow the noise levels recommended by Leeds City Council Environmental Health it is anticipated that this will be undertaken by a contracted provider and outlined within a noise management plan
It is likely that most events will require traffic management of some form a plan will be devised by the event organisers, Leeds City Council Highways, site managers and event contractors with a view to managing event traffic, while trying to reduce the impact to local residents This will form part of a traffic management plan
The event organiser's security company will also play a key role in reducing the any public nuisance, which will be outlined within their security plan
All of the above plans will also form part of the suite of documents submitted to SAG for comment

e) The protection of children from harm

Where children are present event organisers are required to provide provision to manage all children's activities and dispensing of adequate care should it be needed? All those in direct contact with children will be requested to hold an up to date Disclosure and Barring Service check
Services would ordinarily be a lost children / welfare area that is managed by competent professionals who have a documented process for handing any children who are lost or vulnerable
All children's activities will be operated by suitable contractors who are able to provide the required assurances and documentation
The events will operate a check 25 policy, so no one under the age of 18 will be able to purchase alcohol

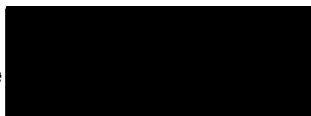
- | | Please tick ✓ | Yes |
|--|---------------|-------------------------------------|
| • I have made or enclosed payment of the fee or | | <input checked="" type="checkbox"/> |
| • I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy | | <input type="checkbox"/> |
| • I have sent copies of this application and the plan to responsible authorities and others where applicable | | <input type="checkbox"/> |
| • I understand that I must now advertise my application | | <input type="checkbox"/> |
| • I have enclosed the premises licence or relevant part of it or explanation | | <input type="checkbox"/> |
| • I understand that if I do not comply with the above requirements my application will be rejected | | <input type="checkbox"/> |

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

Part 5 – Signatures (please read guidance note 12)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (See guidance note 13) **If signing on behalf of the applicant please state in what capacity**

Signature



Date 20th March

Capacity Assistant Carnival & Events Manager

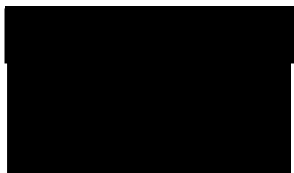
Where the premises licence is jointly held signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (please read guidance note 14) If signing on behalf of the applicant please state in what capacity

Signature

Date

Capacity

Contact Name (where not previously given) and address for correspondence associated with this application (please read guidance note 15)



Post town Leeds

Post code



Telephone number (if any)



If you would prefer us to correspond with you by e-mail your e-mail address (optional)

Notes for guidance

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence you should make a new premises licence application under section 17 of the Licensing Act 2003

- 1 You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy
- 2 Describe the premises for example the type of premises its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises
- 3 In terms of specific regulated entertainments please note that
 - Plays no licence is required for performances between 08 00 and 23 00 on any day, provided that the audience does not exceed 500
 - Films no licence is required for 'not-for-profit' film exhibition held in community premises between 08 00 and 23 00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises and (b) ensures that each such screening abides by age classification ratings
 - Indoor sporting events no licence is required for performances between 08 00 and 23 00 on any day provided that the audience does not exceed 1000
 - Boxing or Wrestling Entertainment no licence is required for a contest, exhibition or display of Greco-Roman wrestling or freestyle wrestling between 08 00 and 23 00 on any day provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event
 - Live music no licence permission is required for
 - a performance of unamplified live music between 08 00 and 23 00 on any day on any premises
 - a performance of amplified live music between 08 00 and 23 00 on any day on premises authorised to sell alcohol for consumption on those premises provided that the audience does not exceed 500
 - a performance of amplified live music between 08 00 and 23 00 on any day in a workplace that is not licensed to sell alcohol on those premises provided that the audience does not exceed 500
 - a performance of amplified live music between 08 00 and 23 00 on any day in a church hall village hall community hall or other similar community premises that is not licensed by a premises licence to sell alcohol provided that (a) the audience does not exceed 500 and (b) the organiser gets consent for the performance from a person who is responsible for the premises
 - a performance of amplified live music between 08 00 and 23 00 on any day at the non-residential premises of (i) a local authority or (ii) a school or (iii) a hospital provided that (a) the audience does not exceed 500 and (b) the organiser gets consent for the performance on the relevant premises from (i) the local authority concerned or (ii) the school or (iii) the health care provider for the hospital
 - Recorded Music no licence permission is required for
 - any playing of recorded music between 08 00 and 23 00 on any day on premises authorised to sell alcohol for consumption on those premises provided that the audience does not exceed 500

- any playing of recorded music between 08 00 and 23 00 on any day, in a church hall, village hall, community hall, or other similar community premises that is not licensed by a premises licence to sell alcohol provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises
 - any playing of recorded music between 08 00 and 23 00 on any day at the non-residential premises of (i) a local authority, or (ii) a school or (iii) a hospital provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital
 - Dance no licence is required for performances between 08 00 and 23 00 on any day, provided that the audience does not exceed 500 However a performance which amounts to adult entertainment remains licensable
 - Cross activity exemptions no licence is required between 08 00 and 23 00 on any day, with no limit on audience size for
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days
- 4 Where taking place in a building or other structure please tick as appropriate (indoors may include a tent)
 - 5 For example the type of activity to be authorised if not already stated and give relevant further details for example (but not exclusively) whether or not music will be amplified or unamplified
 - 6 For example (but not exclusively) where the activity will occur on additional days during the summer months
 - 7 For example (but not exclusively) where you wish the activity to go on longer on a particular day e.g. Christmas Eve
 - 8 Please give timings in 24 hour clock (e.g. 16 00) and only give details for the days of the week when you intend the premises to be used for the activity
 - 9 If you wish people to be able to consume alcohol on the premises please tick on the premises If you wish people to be able to purchase alcohol to consume away from the premises please tick off the premises If you wish people to be able to do both please tick both
 - 10 Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children regardless of whether you intend children to have access to the premises for example (but not exclusively) nudity or semi-nudity films for restricted age groups or the presence of gaming machines
 - 11 Please list here steps you will take to promote all four licensing objectives together
 - 12 The application form must be signed
 - 13 An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so