

Details of premises licence

For: Roundhay Park



This document provides details of the premises licence issued to the stated premises and is not a licence itself.

Licence number:	PREM/02252/V01
Premises the licence relates to:	Roundhay Park, Princess Avenue, Roundhay, Leeds
Date licence first effective:	22nd February 2006
Date current version effective from:	21st May 2007
Licensable activities authorised by the licence:	
Sale by retail of alcohol Every Day	08:00 - 00:00
Provision of late night refreshment Every Day	23:00 - 00:00
Performance of a play Every Day	08:00 - 23:00
Exhibition of a film Every Day	08:00 - 23:00
Indoor sporting events Every Day	08:00 - 23:00
Boxing or wrestling entertainment Every Day	08:00 - 23:00
Performance of live music Every Day	08:00 - 23:00
Performance of recorded music Every Day	08:00 - 00:00
Performance of dance Every Day	08:00 - 00:00
Entertainment similar to live music, recorded music or dance Every Day	08:00 - 00:00

Opening hours of the premises:

Everyday

00:00 - 23:59

Premises licence holder(s):

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

Designated premises supervisor:

Mr David Lawrence Morgan

Access to the premises by children

Access to the premises by children is unrestricted

Annex 1 – Mandatory Conditions

1. Only individuals licensed by the Security Industry Authority may be used at the premises to guard against:-
 - a. unauthorised access or occupation (e.g. through door supervision), or
 - b. outbreaks of disorder, or
 - c. damage
2. No supply of alcohol may be made under this licence
 - a. At a time when there is no designated premises supervisor in respect of the premises licence, or
 - b. At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
3. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
4. The admission of children under the age of 18 to film exhibitions permitted under the terms of this licence shall be restricted in accordance with any recommendations made
 - a. By the British Board of Film Classification (BBFC,) where the film has been classified by the Board, or
 - b. By the Licensing Authority where no classification certificate has been granted by the BBFC, or,
 - c. where the licensing authority has notified the licence holder that section 20 (3) (b) (74 (3) (b) for clubs) of the Licensing Act 2003 applies to the film.
5. The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises -

- a. games or other activities which require or encourage, or are designed to require or encourage individuals to -
 - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - ii. drink as much alcohol as possible (whether within a time limit or otherwise);

- b. provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - c. provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - d. selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorize anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
 - e. dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
6. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
7. Conditions Effective from 1st October 2010
8. The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either -

- a. a holographic mark, or
 - b. an ultraviolet feature.
9. The responsible person must ensure that -
- a. where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:
 - i. beer or cider: ½ pint;
 - ii. gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - iii. still wine in a glass: 125 ml;

- b. these measures are displayed in a menu; price list or other printed material which is available to customers on the premises; and
- c. where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

Embedded Restrictions

Annex 2 – Conditions consistent with the operating schedule

Additional details in respect of licensable activities authorised by this licence

Sale by retail of alcohol

Non standard timings: None

Provision of late night refreshment

Location of activity: Both indoors and outdoors

Further details: Some events may require catering. E.g. film screenings

Performance of a play

Location of activity: Both indoors and outdoors

Further details: Plays may be performed outdoors in the park, or within a specially constructed temporary structure. i.e. a marquee.

Exhibition of a film

Location of activity: Both indoors and outdoors

Further details: Films would be shown outdoors, within Roundhay Park or within a specially constructed structure, i.e. a marquee.

Seasonal variations: It is anticipated that these events would usually take place in the summer months.

Indoor sporting events

Further details: Indoor sporting events would take place within a specially constructed temporary structure. i.e. a marquee.

Boxing or wrestling entertainment

Location of activity: Both indoors and outdoors

Further details: Boxing or Wrestling entertainment would likely take place within a specially constructed temporary structure. i.e. a marquee.

Performance of live music

Location of activity: Both indoors and outdoors

Further details: Live music could be performed outdoors or take place within a specially constructed temporary structure. i.e. a marquee. Music would be amplified.

An example of an event that would play live music is the Leeds Mela.

Seasonal variations: These events may take place at any time of year.

Performance of recorded music

Location of activity: Both indoors and outdoors

Further details: Recorded music could be played outdoors or take place within a specially constructed temporary structure. i.e. a marquee. Music would be amplified.

An example of an event that would play recorded music is the Leeds Mela.

Seasonal variations: These events may take place at any time of the year.

Performance of dance

Location of activity: Both indoors and outdoors

Further details: Performances of Dance could take place outdoors or indoors within a specially constructed temporary structure. i.e. a marquee.

An example of an event that may have performances of dance is the Leeds Mela.

Entertainment similar to live music, recorded music or dance

Location of activity:	Both indoors and outdoors
Description of entertainment:	Non-animal circuses, fashion shows, festivals and exhibitions.
Further details:	Any of the above entertainment could be performed outdoors or take place within a specially constructed temporary structure. i.e. a marquee.
Seasonal variations:	The Circuses usually perform from Spring through to Autumn. Other events may take place at any time of year.

Conditions consistent with the operating schedule relating to the licensing objectives

The prevention of crime and disorder

10. A Supervisors Register will be maintained at the licensed premises, showing the name, addresses and up-to-date contact details for the DPS and all personal licence holders.
11. 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 authorized officer.
12. The Licensee will ensure that a 'Daily Record Register' is maintained on the premises by the door staff.
13. 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 (verified by the individual's signature).
14. The daily Record Register will be retained for a period of twelve months from the date of the last entry.
15. Security staff/ designated supervisors will be familiar with the premises policy concerning, admission, exclusion and safeguarding of customers whilst in the premises.
16. The Licensee will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti social behaviour and ejections from the premises.
17. 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 numbers of any police officers attending, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.

18. The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.
19. A policy for searching patrons at the entrance to premises will be adopted.
20. The Licensee will inform West Yorkshire Police of any search resulting in a seizure of drugs or offensive weapons.
21. 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.
22. Notices will be displayed at the entrances of the premises which state:
 - a search will be conducted as a condition of entry to premises;
 - incidents of crime and disorder will be reported to the police;
 - entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent;
 - entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances
23. The premises will be linked to West Yorkshire Police (and other venues in the area/scheme) by means of Mobile Phone and Air waves radio's.
24. Such communication link will be kept in working order at all times.
25. 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.
26. Any police instructions or directions given via the link will be complied with whenever given.
27. All incidents of crime or disorder will be reported via the link to an agreed police contact point.
28. The licensee will adopt a proof of age scheme which is approved by WYP and West Yorkshire Trading Standards (WYTS).
29. The licensee's staff will ask for proof of age from any person appearing to be under the age of 21 who attempts to purchase alcohol at the premises.
30. The licensee's staff will ask for evidence from any person appearing to be under the age of 18 who attempts to purchase alcohol at the premises.

31. 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.
32. The licensee will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.
33. Plastic or toughened glasses/bottles will be used in all outdoor areas.
34. Plastic or toughened glasses or bottles will be used when requested by West Yorkshire Police (e.g. football match days).
35. The licensee will ensure that customers who commit acts of anti-social behaviour are removed from the premises. Such customers will be excluded from the premises if further incidents occur.
36. The licensee will comply with the agreed protocols of the local pubwatch scheme(s) or trade body where unilateral banning orders are implemented.
37. The licensee will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises. The policy will be agreed with WYP. The Licensee or DPS will ensure that staff receive training on the policy.
38. At least thirty minutes will be allowed between the final sales of alcohol and closing the premises. The DPS will permit customers to finish their drinks and leave the premises in an orderly manner.
39. The Licence Holder shall give written notice to be held at the site no later than 120 days prior to the event to Leeds City Council Licensing Department, West Yorkshire Police, West Yorkshire Fire and Rescue Service and West Yorkshire Ambulance Service. No event shall be held if less than such notice is given unless notice is waived by the above parties. 'Event' shall include any galas, fetes or other events and shall include any occasions on which entertainment whether live or recorded. It shall also include any event where alcohol is for sale.
40. The Licence Holder will ensure that an event specific Event Management Plan (EMP) is received by each responsible authority and the Licensing Authority. The Licence Holder will ensure that the EMP is received at least 90 days prior to each event.
41. The EMP shall be accompanied by detailed gridded plans, identifying the licensed area, all fencing, access and exit routes, permanent and temporary structures, barriers, lighting points, CCTV camera points, toilet and refreshment facilities, concession units, first aid points, hill gradients and steps, the layout of any backstage area and the base of the organiser.
42. Where identified the Premise Licence Holder will convene multi-agency meetings.
43. If requested by the Police, Fire or Ambulance Service, a final inspection meeting shall be held at the site on a date and time to be determined by the responsible authorities.

The Premise Licence Holder will not permit the admittance of the public to specific licensed areas until agreements have been reached by the relevant responsible authorities.

44. The Premise Licence Holder must make adequate provisions for monitoring the number of persons entering the licensed site and any marquee/s. The arena shall not exceed the number of persons as determined by the relevant responsible authorities.
45. The Premise Licence Holder shall arrange for the attendance at every event of as many Police Officers within the site and its environs as the Police consider adequate to secure orderly and decent behaviour within the event site and its environs. (We recognise that many of the smaller events will require no police attendance).

Public safety

46. A written risk assessment will be kept which covers all activities which affect the health and safety of members of the public. This will include the noise levels to which the public are to be exposed and information will be provided for the public via signage at the entrance. The assessment will be produced for inspection at the request of an authorised officer.
47. The capacity of the premises is subject to the nature of the event, but at all time should not exceed **19.999**
48. The Licensee will adopt at the premises written policies and procedures on:
 - Entry and egress to the premises (including monitoring of any capacity limit)
 - Evacuation of the premises

The Licensee will ensure staff are trained on these measures, and all other matters relating to the safety of the public.
49. Appropriately trained staff will be provided to oversee general safety within the premises, and these will be provided to minimum of one member of staff per 250 occupancy or part thereof, in accordance with the occupancy figure.
50. The Licensee will have a written procedure for crowd control and management. All staff will be instructed in the operation of the procedure. The policy will be available for inspection at the request of an authorised officer.
51. All exit doors will be accessible, open easily, and exit routes will be maintained.
52. Safety checks, including doors, will be undertaken before opening to the public and a record kept of inspections.
53. Before opening to the public, checks will be undertaken to ensure all access to the premises are clear for emergency vehicles. Regular checks will be undertaken when the premises is open.

54. 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.
55. All equipment with which the public may have contact, will be maintained, stored and operated in a safe manner. Appropriate maintenance and test records will be kept and be available for inspection by an authorised officer.
56. Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.
57. Portable electrical appliances including those brought in temporarily onto the premises will be checked on a regular basis by a suitably trained and competent person to ensure they are in a safe condition. Records will be kept of these checks. These will be made available at the request of an authorised officer.
58. Temporary electrical wiring and distributions will be inspected by a suitable qualified and competent person before they are put into use. An inspection record/certificate will be retained for inspection by an authorised officer.
59. The Licensee will install and maintain electrical emergency lighting. The source of supply for this lighting will be separate from that for the general lighting. The emergency lighting will be positioned in areas agreed with the WYFRS. These areas will include passages, corridors, ramps and stair cases. The emergency lighting will allow individuals to see their way out of the premises without the aid of general lighting. The emergency lighting will illuminate all the provided exit notices.
60. The emergency lighting will perform on a complete failure of the normal lighting in a manner agreed with WYFRS. The emergency lighting will meet the British safety standards stipulated by WYFRS.
61. The Licensee will provide to the satisfaction of WYFRS exit sign boxes lit by both primary and emergency lighting. These exit sign boxes will be placed in positions agreed with WYFRS. The size, illumination and design of the sign(s) will be agreed with WYFRS.
62. Exit doors will be provided with external primary and emergency lighting points to the satisfaction of the WYFRS. The design of external fire escape route will be to the satisfaction of WYFRS.
63. The siting, number, fire rating and standard of fire extinguishers will be agreed with WYFRS prior to installation and will comply with that agreement at all times.
64. All curtains and drapes in the premises will be fire retardant and to the satisfaction of WYFRS. Certificates of compliance to the relevant British Standards will be available for inspection by an authorised officer.
65. Fabric, foliage and decoration will be constructed from materials to the satisfaction of the WYFRS. Certificates of compliance to the relevant British Standards will be available for inspection by an authorised officer.

66. The filling materials used in the furnishings will be combustion modified foam or other material to the satisfaction of WYFRS. Evidence of compliance to the relevant British Standards will be available for inspection by an authorised officer.
67. Any wall coverings at the premises or on escape routes will be to the satisfaction of the WYFRS. Evidence of compliance to the relevant British Standards will be available for inspection by an authorised officer.
68. At the request of an authorised officer the Licensee will produce certification of any building works carried out at the premises. (This will be in the form of a building regulations completion certificate issued by the local authority or an approved inspector.)
69. All floor surfaces will be suitably slip resistant, kept in good condition and free of obstructions to prevent slips. Trips and falls.
70. Regular safety checks of guardings to fires and open flames will be undertaken, and a supervision policy will be maintained to prevent people from inappropriate behaviour.
71. Safety checks will be recorded and made available for inspection at the request of an authorised officer.
72. The risk of scald and burns to the public from hot food and drink preparation will be assessed and a procedure implemented.
73. Hot food and drink preparation will be isolated or shielded from members of the public to prevent risk of scalds or burns to them.
74. Suitably trained First Aid Staff will be provided at all times when the premises are open.
75. An appropriately qualified medical practitioner will be present throughout any sporting entertainment.
76. Adequate and appropriate First Aid equipment and materials will be available on the premises.
77. A written procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.
78. A written health and safety policy covering all aspects of the safe use of strobes, lasers, smoke machines or any other special effects, will be provided and staff will be appropriately trained.
79. No strobes, lasers or smoke machines will be used at the premises unless there is a clearly displayed warning at the entrance to the premises that such equipment is in use.
80. Fireworks or pyrotechnics will not be used without prior written notification to WYFRS.

81. The Licensee will ensure that there is a procedure for the safe evacuation of disabled persons.
82. Staff will be trained in the procedure and a record kept of such training.

The prevention of public nuisance

83. No nuisance will be caused by noise or vibration emanating from the premises from external plant or equipment.
84. If required a noise report will be provided to Environmental Health Services. The premises supervisor will also identify in conjunction with Environmental Health Services any noise sensitive premises in the location.
85. The Licensee will adopt a "cooling down" period where music volume is reduced towards the closing time of the premises.
86. The Licensee will ensure all lighting in the premises is of a suitable intensity and positioning. All lighting on or at the premises will be operated in a manner which will not cause a nuisance to nearby properties.
87. The Licensee will operate to a written statement of how potential littering will be prevented. This statement will describe the sources of litter which may arise from the business. E.g. cigarette ends from queuing people, chewing gum, food wrappers, and will include:
 - The steps proposed to prevent the litter occurring;
 - The steps to be taken to remove litter should prevention not succeed;
 - who will be responsible;
 - Methods proposed to evidence that these steps have been undertaken.
88. The licensed premises will store and dispose of business waste correctly and legally. The premises supervisor will ensure that the waste is prevented from seeping or spilling from where it is stored.
89. The premises will have an adequate supply of litter bins. Notices requiring customers to use the litter bins will be displayed prominently at the premises. Litter bins will be emptied regularly.
90. The Licensee will ensure all materials used to promote or market the premises are displayed lawfully. The Licensee will take measures to encourage agents, servants, employees or any party acting on his/her behalf to display promotional materials lawfully.
91. The Licensee will take reasonable steps to ensure that activities promoting or publicising his/her premises do not cause littering. The Licensee will take measures to remove such litter as and when it occurs.

92. After 23:00 hours all regulated entertainment to be provided only in marquees or other temporary structures.
93. The siting of such marquees and other temporary structures to be agreed with Leeds City Council Environmental Health Services.
94. After 23:00 hours noise from regulated entertainment to be inaudible inside the nearest noise sensitive premises.

95. **Noise**

A Noise Management strategy shall be provided to the satisfaction of Leeds City Council Environmental Health Services at least 90 days before the commencement of any event. The said strategy shall identify how noise arising from the holding of the event will be effectively controlled so as to prevent public nuisance and show full compliance with licence conditions and with the Code of Practice on Environmental Noise Control at concerts (published by the Noise Control Council ISBN 2900103515). This strategy shall include proposals for dealing with noise from:

- Regulated Entertainment
- Concessions including funfair rides
- Fireworks and other pyrotechnics
- How any over run will be prevented or controlled

Once agreed the contents of the strategy shall be followed throughout events.

96. A noise propagation test will be undertaken and completed in the morning prior to the start of any music event (Music event is defined as a concert or similar event where live or recorded music is performed by a solo or group of artists before an audience), or the day before the event. Appropriate control limits at the sound mixer position and adjustments to sound amplification equipment will be fixed as a result of the testing. The sound system will be configured and operated in a similar manner as intended for the event. The sound source used for test will be similar in character to the music likely to be produced for any major music event.
97. An independent noise consultant to assess the positioning of sound sources pre event and to monitor noise throughout the event must be present. Any testing of sound equipment will not take place before 10:00 hours and will last for a maximum of 2 hours on any one day. The noise consultant will be available throughout the duration of the event and will have complete authority to ensure licence compliance without interference from the Premise Licence Holder or any other party on behalf of the event and will have an on site team to monitor noise throughout the event. The noise consultant will maintain a noise log which will be available at all times for inspection by Leeds City Council or any other relevant agency.
98. Bottle banks, plant and machinery, food preparation, cleaning, waste collection and other activities that might generate noise will be carefully located as far as possible from residential properties and other noise sensitive properties.

99. **Litter**

A litter and waste management strategy will be provided to the satisfaction of Leeds City Council Environmental Health Services at least 90 days prior to the commencement of any event. The said strategy will identify:

- Location and number of containers
- Emptying and replacement schedule
- Steps to remove litter throughout the event
- Standby procedures to address any identified refuse accumulations, e.g. overflowing receptacles
- After event cleaning schedule
- Steps to prevent litter from being dropped offsite
- Arrangements for waste produced by traders
- Methods proposed to evidence that the above steps have been taken

Once agreed the contents of the strategy will be followed throughout the event.

100. **Light Pollution**

The Licensee will ensure all lighting in the premises is of a suitable intensity and positioning. All lighting on or at the premises will be operated in a manner which will not cause a nuisance to nearby properties.

101. **Smell/Odours**

Food vendors shall be so located and be operated in such a manner which will prevent unwanted odours causing a nuisance to persons in the immediate area or nearby properties.

Protection of children from harm

102. The Licensee will adopt a proof of age scheme which is approved by WYP and West Yorkshire Trading Standards.
103. The Licensee's staff will ask for evidence of age from any person appearing to be under the age of 18 who is attempting to purchase alcohol at the premises.
104. Signs will be provided informing customers that sales will not be made to under 18s, and that age identification may be required.
105. The Licensee will provide an adequate number of supervisors who can provide care for the children as they move from stage to dressing room etc, and to ensure that all children can be accounted for in case of an evacuation or an emergency.
106. The venue will be suitable to accommodate safely the numbers of children intended.
107. All supervisors and crew will receive instruction on the fire procedures applicable to the venue prior to the arrival of the children.

108. The Licensee will ensure that all special effects e.g. flashing lights, dry ice, smoke etc are suitable for the children involved in the performance.
109. Upon egress from the premises the Licensee will deploy staff on exit doors and within the vicinity of the premises to ensure the safe dispersal of children and the premises will not close until all children have left the area.
110. Children will be restricted from viewing films in accordance with the recommendations of a competent body (Usually the British Board of Film Classification) or the Licensing Authority where the Licensing Authority is to make recommendations on the admission of children to films (i.e. instead of a film classification body) then the operator will submit the film to the authority 28 days before exhibition so as to provide sufficient time for the Licensing Authority to classify the film.
111. When a Licensing Authority has made a recommendation on the restriction of admission of children to a film, notices will be displayed both inside and outside the premises stating the classification of any film or trailer. Notices will follow the statutory Guidance suggested wording.
112. Immediately before each exhibition of a film which has been passed by the British Board of Film Classification, there should be a statement, for at least 5 seconds which reproduces the certificate of the Board; or for a trailer, then a statement approved by the Board indicating the classification of the film.
113. The Licensee will perform the necessary background checks including relevant police checks on all potential staff before offering them employment, The Licensee will report any child related concerns to the police he/she has about potential staff, existing staff and customers.
114. The Licensee will ensure staff receive training to deal with unaccompanied children on the premises and prevent them from harm.
115. The Licensee will comply with the written guidance for protecting children form harm issued by Leeds City Council, Department of Social Services.

Annex 3 – Conditions attached after a hearing by the licensing authority

The prevention of crime and disorder

116. All those conditions previously agreed between the applicant and West Yorkshire Police would now be included within the new Premise Licence.
117. All the measures proposed by Leeds City Council Environmental Health Services and previously agreed by the applicant would now be included within the Premise Licence.