



Leeds
Application for a premises licence
Licensing Act 2003

For help contact
entertainment.licensing@leeds.gov.uk
Telephone: 0113 3785029

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference	MIN004-1-1	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
<p>Are you an agent acting on behalf of the applicant?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>		<p>Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.</p>

Applicant Details

* First name	Mint Festival Limited	
* Family name	.	
* E-mail	[REDACTED]	
Main telephone number		Include country code.
Other telephone number		
<p><input type="checkbox"/> Indicate here if the applicant would prefer not to be contacted by telephone</p>		

Is the applicant:

<p><input checked="" type="radio"/> Applying as a business or organisation, including as a sole trader</p> <p><input type="radio"/> Applying as an individual</p>	<p>A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.</p>
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Applicant Business

<p>Is the applicant's business registered in the UK with Companies House?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Note: completing the Applicant Business section is optional in this form.</p>	
Registration number	08080606	
Business name	Mint Festival Limited	If the applicant's business is registered, use its registered name.
VAT number	- [REDACTED]	Put "none" if the applicant is not registered for VAT.
Legal status	Private Limited Company	

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent Business

Is your business registered in the UK with Companies House? Yes No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Agent Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

- Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

0

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

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NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

Non Individual Applicant's Name

Name

Mint Festival Limited

Details

Continued from previous page...

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth / /
dd mm yyyy

* Nationality

[Documents that demonstrate entitlement to work in the UK](#)

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OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of 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.

Continued from previous page...

It is a large greenfield site on a private estate.

Following the success of the 2021 event at the same location, this application is being made for a two and a half day music event for up to 19,999 people each day. The Premises Licence will be limited to a one weekend event (a total of 3 days in all) per year only.

The Friday consisting of either a large band or large commercial act (The Live Music Act). Saturday and Sunday will be Mint Festival. The event/audience profile is expected to be similar for all three days, namely: student 18-25 age demographic.

There will be no camping.

Mint Festival Limited Management Team is undertaking a full evaluation of its proposed activities with due regard to the promotion of all four licensing objectives. This application follows on from a successful event run last year by the same Management Team.

A competent team of event professionals and specialists have been appointed to design, plan and safely deliver Mint Festival and the Live Music Act with minimal impact to the local community and the least possible inconvenience to neighbours and the surrounding community. The planning process involves full and ongoing consultation with the Safety Advisory Group (SAG) through formal group meetings and also through appropriate discussions and meetings with individual SAG partners including various representatives of Leeds City Council, the emergency services and other relevant agencies.

This planning and consultative process is key in the development of a comprehensive Event Management Plan (EMP) for the music event. The EMP examines all aspects of our activities and the steps to be taken to ensure a safe and successful event that takes full account of the licensing objectives.

In line with the successful method that was employed at the 2021 event, in order to assist with dispersal from the site.

-On Friday the Live Music Act will cease at 23:00, but one arena will continue to play recorded music until 23:45 at reduced levels to agree with Environmental Health conditions offered. Sale of alcohol will also continue until 23:45, with all customers being off-site by midnight. The 01:00 closing time to the public is to deal with any stragglers.

-On Saturday all arenas will cease playing music at 23:00, except for one arena that will continue to play recorded music until 23:45 at reduced levels to agree with Environmental Health conditions offered. Sale of alcohol will also continue until 23:45, with all customers being off-site by midnight. The 01:00 closing time to the public is to deal with any stragglers.

-On Sunday all arenas will cease playing music at 22:00, except for one arena that will continue to play recorded music until 22:45 at reduced levels to agree with Environmental Health conditions offered. Sale of alcohol will also continue until 22:45, with all customers being off-site by midnight. The midnight closing time to the public is to deal with any stragglers.

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

Yes No

Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

Will the performance of a play take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State 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.

State any seasonal variations for performing plays

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Continued from previous page...

SUNDAY

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End

Will the exhibition of films take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

Continued from previous page...

Standard Days And Timings

MONDAY

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End

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End

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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Will the performance of live music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Continued from previous page...

SUNDAY

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Will the playing of recorded music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Recorded Music in one arena only will be at reduced levels to agree with Environmental Health conditions from 23:00 to 23:45 on Friday & Saturday and 22:22 to 22:45 on Sunday.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

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Continued from previous page...

WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Will the performance of dance take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Give a description of the type of entertainment that will be provided

Continued from previous page...

Will this entertainment take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

State any seasonal variations for entertainment

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for entertainment at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

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TUESDAY

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WEDNESDAY

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End

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.

Continued from previous page...

THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on
the premises select on, if the sale of alcohol
is for consumption away from the premises
select off. If the sale of alcohol is for
consumption on the premises and away
from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Date of birth / /
dd mm yyyy

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

Continued from previous page...

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 etc gambling machines etc.

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Continued from previous page...

SUNDAY

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State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

The premises licence will be limited to one event per year to take place on a Friday, Saturday and Sunday.

The capacity of the event will be limited to up to 19,999 each day.

There will be no camping.

The Premises Licence Holder shall comply with the terms and requirements of the Event Management Plan each year.

The Premises Licence Holder shall provide through the Safety Advisory Group an Event Management Plan and all event documentation in accordance with the submission timescales set by the Safety Advisory Group.

The Event Management Plan and any revisions to the Event Management Plan must be approved by the Safety Advisory Group.

b) The prevention of crime and disorder

Attendees will not be allowed to bring their own alcohol on site.

The applicant will ensure that a reputable security provider with experience of staffing events of this nature will be used with clear policies and procedures in place to firstly deter, then defuse or combat any crime or disorder.

Appropriate crowd management, search and refusal/ejection policies will be in place from the start of the admissions procedure to prevent under 18's gaining access to the site and also smuggling in of drugs, weapons and other prohibited articles, a list of which can be found in the Event Management Plan ("EMP").

Continued from previous page...

The Licence will be used for licensable activities on the occasions as specified.

The nature of the event/audience profile will not be changed without the consent of the Responsible Authority.

The licensed site will be open to the public during the hours specified.

The public will not be admitted to the licensed site until such time that the Licence Holder/nominated person is satisfied that the site is safe and suitable for its intended use.

The Premises Licence Holder or a nominated person shall be in charge of and remain upon the licensed site whilst the site is being used for licensable activities.

Any authorised officer of the Responsible Authorities shall have free access to all parts of the licensed site whilst the licence is in force for the purposes of supervising the compliance of the licence conditions and Event.

The Premises Licence Holder or a nominated person shall be in charge of and remain upon the licensed site whilst the site is being used for licensable activities. Any person nominated will be recorded in the supervisors register.

A means to allow the Licensing Authority or responsible authority information as is necessary to enable an audit of ticket sales shall be provided.

A suitable closed circuit Television (CCTV) system will be in operation at the premises at all times when it is being used for the provision of licensable activities and/or when members of the public are permitted to be on the premises. The CCTV system will record images to cover all areas of the premises to which the public have access (save for toilets), including any external areas of the premises such as car parks and beer gardens. The CCTV system will be capable of retaining images for a minimum of 31 days, will be of good quality and will contain the correct time and date stamp information. The CCTV system and images will be kept in a secure environment to which members of the public will not be permitted access. At least one member of staff will be on duty at the premises who is capable of operating the system and downloading images recorded by it. These images will be downloaded and provided, on request, to an officer of a responsible authority.

A supervisor's register will be maintained at the licensed site to identify the names and licence details of any other Personal Licence Holders at the licensed site who are to authorise the sale of alcohol. This register will be produced for immediate inspection by any authorised officer of the Responsible Authorities, and shall be retained by the Premises Licence Holder nominated person for a period of 12 months after the event.

The premises licence holder and/or designated premises supervisor 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. 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.

The Incident Report Register will be retained by the premises licence holder for a period of twelve months and produced for inspection immediately on the request of an authorised officer.

A written drugs policy will be provided and maintained which will include a zero tolerance to any drugs or psychoactive substances entering or to be in the possession of anybody on the site.

A register will be maintained to record all security and steward personnel working on the licensed site. Details recorded in the register will include: the full name of each individual employed, accompanied by their date of birth, home address, employer, their unique personal identification number allocated for the purpose of the event, and registration number held with the SIA (if applicable). The register must also contain records of the date and times during which the individuals commenced and finished duty which a signed acknowledgment by each individual. This register will be produced for immediate inspection by any authorised officer of the Responsible Authorities, and shall be retained by the Premises

Continued from previous page...

Licence Holder nominated person for a period of 12 months after the event.

SIA Registered door staff will be employed and used where queues are likely to form to manage the queues.

Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.

A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.

Notices will be prominently displayed at the entrances of the premises which state:

- a) A search will be conducted as a condition of entry to premises;
- b) Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register.
- c) Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; or appears to be under the influence of drugs.
- d) 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.
- e) Members of the public who commit acts of anti-social behaviour will be removed from the site and prevented from returning.

All drinks that are to be consumed on the premises will be served in plastic (or similar) containers.

The premises licence holder and/or designated premises supervisor will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises.

A facility will be provided for customers to order Hackney taxis/private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent position on the premises.

Any changes to the CCTV arrangements may only be made upon agreement with the Responsible Authorities.

Sufficient number of security staff and stewards shall be provided in accordance with the current Event Safety Guide (Purple Guide), or to any other standards / numbers as agreed with the Responsible Authorities.

The Event Management Plan will contain a Security and Stewarding Plan, including details of the security command structure, the numbers of security and stewarding personnel, their locations, duties and responsibilities, methods of communication, means of identification (including personal identification), briefing arrangements and contingency plans. The Security & Stewarding Plan will not be changed without the agreement of the Responsible Authorities.

A search Policy for patrons entering the licensed site will be provided to the satisfaction of the Responsible Authorities.

A Search Policy will be contained within the Event Management Plan.

Notices will be displayed at the entrances of the site which state:

- a) A search will be conducted as a condition of entry to the site;
- b) Incidents of crime and disorder will be reported to the police;
- c) Entry to the site will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; and
- d) Members of the public who commit acts of anti-social behaviour will be removed from the site and prevented from returning.

Any such instances will be recorded in the Incident Report Register.

Any seizure of drugs or offensive weapons shall be recorded in the Incident Report Register and reported to the West Yorkshire Police.

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.

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Written records of all accidents and safety incidents involving members of the public will be kept in the form of an Incident Report Register.

Notices will be prominently displayed at entrance/s to the site which informs customers that glass containers and cans may not be taken into the site.

Sealed skips will be used for the deposit of glass containers.

c) Public safety

An Event Safety Co-ordinator will be appointed who shall be of sufficient competence, status and authority effectively to take responsibility for safety at the event and be able to authorise and supervise safety measures. The Event Safety Co-ordinator and deputy shall have no other additional duties.

Event Safety Coordinator will ensure that periodic wind speed measurements are taken throughout the event. The results of these measurements are to be recorded and made available to the Licensing Authority.

Comprehensive and detailed colour plans shall be supplied with the Event Management Plan to all Responsible Authorities. The plans shall be to a scale and grid referenced to the standards required by the Responsible Authorities.

The Plans should contain the following items (not exhaustive):

- a) All boundary fencing (defining the arena, backstage areas, etc)
- b) All vehicle access routes, including routes for emergency vehicles
- c) The locations and reference number of all entrance and exit points/gates (including backstage and emergency access points);
- d) All structures (type / use identified)
- e) Fire Points
- f) First Aid Points
- g) Toilet Blocks
- h) Water Points
- i) Welfare provisions, lost & found etc.
- j) CCTV locations
- k) Security Control
- l) Production office etc.

Plans should identify highway routes to the site, car parks, entrances/exits to car parks, pick up points, etc external to the site. It may therefore be necessary to supplement the site plans with colour coded/ grid referenced area maps for this purpose.

There will be no changes to the plans without the consent of the Responsible Authorities.

Public Liability and Third Party Insurance adequate for the total capacity of the licensed site and the duration of the event shall be taken out and retained on the site.

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.

Patrons are not permitted to remove open bottles or glasses from the premises.

Additional concerns regarding increased risk to pedestrians on nearby rural roads accessing and leaving the site, particularly during the hours of darkness will be alleviated by the provisions of shuttle buses and other measures.

The security and safety of the public whilst on the licensed site will be the responsibility of the Premises Licence Holder.

Continued from previous page...

The Event Management Plan will contain detailed information of the CCTV system to be used, including the location of cameras, monitoring and recording arrangements and the retention of recorded information.

The Licence Holder shall ensure that the capacity of the site is controlled and does not exceed the figure as agreed with the Responsible Authorities.

The Event Management Plan will include policies and procedures on:

- a) Entry to the site (including monitoring of any capacity limit)
- b) Crowd control and management once the public are in the site (i.e. front stage pressure)
- c) Capacity control within any structure/marquee
- d) Egress from the Site a policy to ensure the gradual dispersal of customers from the site
- e) Emergency Evacuation of the site

All relevant staff shall be trained on these measures, and all other matters relating to the safety of the public.

All access and egress routes, sanitary accommodation, drinking water, first aid points, campsites, car parks and security control units shall be adequately and conspicuously signposted at all times. All access and egress gates are to be provided with relevant gate numbers identifiable from both inside and outside the arena and correspond with the site plan.

Emergency exit gates shall be appropriately identified.

A fully navigable route for vehicle use avoiding conflict with pedestrian traffic will be provided to all areas for the licensed site.

Vehicular movement while the public are on the Licensed Site will be limited to those which are essential and will be controlled to ensure safety of the public. The use of 'golf type' buggies on the Licensed Site and back stage will be limited to essential use and will be controlled to ensure safety of public and staff.

Where vehicles conflict with pedestrians leaving the arena (i.e. vehicles travelling from the back stage area) there shall be an agreed vehicle curfew commencing from when pedestrians start leaving the arena until the arena has been cleared.

During the event of an evacuation of the site there shall be no vehicle movement until the Licence holder is satisfied that all pedestrians have vacated the area.

Concessions shall be briefed to the effect that vehicle movement within the licensed site is strictly prohibited.

Any person in charge of a vehicle shall be suitably qualified/trained.

Emergency vehicle access routes to the arena(s) and all parts of the Licensed Site shall be provided to the satisfaction of the Responsible Authorities.

Emergency vehicle access routes shall be clearly signposted and shall be kept clear of obstructions at all times.

The licensee has a fire risk assessment under the Regulatory Reform (Fire Safety) Order 2005. This will be made available at the request of an authorised officer. Please refer to Fire Safety Risk Assessments (open air events & venues booklet) ISBN 139781851128235.

Lighting will be provided in all key areas of the site to which the public have access inside the site, including emergency and general access/exit routes, passages, corridors and stair cases, toilets, first aid points, car parks, designates pick up points, bus terminals and any campsites.

Enclosed structures, i.e. marquees, will be provided with exit sign boxes lit by both primary and emergency lighting.

An electrical emergency lighting system will be installed and maintained. The source of supply for this lighting will be separate from that for the general lighting.

The emergency lighting will illuminate all exit signs, gate number and exit routes from the site.

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The general and all emergency lighting systems will be tested prior to the admission of the public. Records of such tests will be maintained on site for inspection by any authorised officer.

A full safety check of the licensed site, including the availability of exit gates and routes for pedestrians and emergency vehicles, will be carried out prior to the admission of the public.

Periodic safety checks will be carried out whilst the public are on the site.

Records of all such checks will be maintained on the licensed site and produced for inspection by an authorised officer of the Responsible Authorities.

The Licence holder will ensure that such records are maintained for a period of 6 months after the event.

All electrical installations are to be certified by an electrician as approved to current British Standards as detailed in the HSE Event Safety Guide. All electrical installations and equipment must comply with the general requirements of the Electricity at Work Regulations 1989 or to any revised standards.

Electrical installations will be inspected prior to the start of the event by a suitably qualified

Temporary electrical wiring and distributions will be inspected by a suitably qualified person before they are put into use.

Records of all inspections and copies of certificates will be maintained on the licensed site and produced for inspection by any authorised officer of the Responsible Authorities.

The Licence Holder will retain copies of such records and certificates for a period of 6 months following the event.

All staging, ramps, stairs front of house barriers and other structures erected on the Licensed Site in connection with the event will comply with the provisions of the HSE Event Safety Guide, and the relevant safety regulations appertaining to the structure.

The Event Management Plan will contain a schedule of the temporary structures to be installed on site including details of the dimensions/loadings, history of use and details of the suppliers / installation.

The locations of all temporary structures will be identified on the site plan.

All temporary structures shall be suitable and fit for their intended purpose and installed in accordance with the manufacturers instructions.

No additional temporary structures will be allowed on the site other than those for which the details have previously been submitted to and approved by the Responsible Authorities.

Completion certificates for all temporary structures will be obtained prior to the admission of the public to the licensed site.

Certificates will be maintained on the site for inspection by any authorised officer and retained for a period of 6 months after the event.

Regular safety inspections of temporary structures shall be undertaken. A written record of these inspections will be kept. The records will be maintained on site for inspection by an authorised officer and retained for a period of 6 months after.

Regular safety checks of guarding to fires and open flames will be undertaken.

All floor surfaces will be suitably slip resistant, kept in good condition and free of obstructions to prevent slips, trips and falls.

28 days prior to the event Environmental Health Services shall be provided with a full list of food concession units detailing

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their names, addresses, type of operation and proposed locations within the licensed site. The licensee or sole franchise holder shall ensure that no other food concessionaires other than those already notified are admitted to the licensed site.

At the request of an Environmental Health Officer, any food operation not complying with the food hygiene and Health and Safety at Work legislation shall be closed down.

The provision of and location of all refreshment/concessionaire facilities shall be positioned well away from the stage and not obstruct access to any exit from the Licensed Site.

All concession units shall remain stationary whilst the public are on the site and shall remain stationary for a minimum of 30 minutes once the public have left the site.

Concessions will be made aware that the movement of any vehicles, including golf buggies, on the licensed site whilst the public are present is strictly prohibited. Any concessions ignoring this requirement will be rejected from the site.

No catering vehicles approved to be on the site shall be parked down a slope unless the vehicles have been adequately checked.

The preparation and serving of hot food and drink will be positioned to prevent the risk of scald and burns to the public.

Medical provisions calculated on the attendance figures for the event will be supplied in accordance with the current version of the HSE Event Safety Guide (Purple Book, or to any other standards / numbers as agreed with the Responsible Authorities.

The Event Management Plan will contain a Medical Plan, which will include details of the medical provider, a breakdown of the numbers, qualifications and experience of medical personnel.

The Medical Plan will also have particular reference to the quantity and quality of the first aid points, including the size, location, signage, electricity, lighting, flooring, water supply and access by emergency vehicles.

First aid points will be identified on the site plan.

If paramedics are to be deployed their registration numbers must be provided to the appropriate Ambulance Authority at least 28 days prior to the start of the event.

Public access to any part of the licensed site will be subject to confirmation that the Medical Provider and adequate first aid cover is in place.

The Medical Co-ordinator shall be provided with details of the intended programme of acts and activities and shall ensure that any alterations to the programme are notified immediately.

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. All relevant staff will be appropriately trained in such procedures.

The Event Management Plan will contain a written health and safety policy covering all aspects of the safe use of strobes lasers, smoke machines or any other special effects.

The use of strobes and similar effects shall be displayed on event advertising media (including electronic publicity) and displayed on the event tickets and upon entry to the site.

Details of all Lasers to be used during the event must be provided to the Leeds City Council Health and Safety team no later than 28 days prior to the event.

Special provisions for disabled persons, namely access and egress. Car parking, sanitation facilities and viewing areas where appropriate shall be provided. Such facilities will be identified on the site plan.

The Event Management Plan shall contain a procedure for the safe evacuation of disabled persons. Staff will be trained in

Continued from previous page...

the procedure and a record kept of such training.

The Event Management Plan shall contain a Noise Management Strategy.

The 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:

- a) Regulated Entertainment
- b) Concessions including funfair rides
- c) Fireworks and other pyrotechnics
- d) How any overrun will be prevented or controlled

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

The Event Management Plan will include a water and sanitation management strategy. This shall contain the following:

- a) Location, numbers and types of drinking water points
- b) Sources of water supply
- c) Methods of sterilisation of taps and erected systems prior to use
- d) Methods and frequency of ongoing cleaning and sanitising
- e) Monitoring of water points throughout the event
- f) Drainage of water point areas
- g) Water quality sampling regime before and during the event
- h) Methods proposed to evidence that the above steps have been taken
- i) Location, numbers and types of sanitary accommodation
- j) Disabled facilities
- k) Male/Female split
- l) Washing facilities provided
- m) Methods and frequency of emptying, cleaning and monitoring of the sanitation facilities throughout the event
- n) Methods and frequency of refilling and monitoring of hand sanitation units
- o) Drainage of sanitation areas
- p) Methods proposed to evidence that the above steps have been taken.

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

The locations of such facilities will be identified on the site plan.

Sufficient drinking water points will be placed around the licensed site for the adequate supply of free, potable and wholesome drinking water for visitors throughout the event. Provisions will be made for an alternative supply of drinking water in case of failure of planned sources of drinking water.

All sanitation and drinking water supplies shall be in position and serviced prior to the admission of the public to the site.

The drinking water point areas will be monitored on a regular basis throughout the event. Monitoring will include checks on adequacy of drinking water supply, checks on cleaning and sanitisation of the points, checks for leaks, damage, flooding and blockages. Any problems will be addressed straight away.

Records of all such checks will be maintained on the licensed site and produced for inspection by any authorised officer of the Responsible Authorities.

The Licence Holder will retain copies of such records and certificates for a period of 6 months following the event.

Sanitary accommodation units will be regularly emptied throughout the event by a competent Licensed Contractor. To ensure public safety during the emptying of sanitary units, emptying procedures will conform to site safety rules as outlined in any Risk Assessments and site safety plans.

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d) The prevention of public nuisance

Noise from the licensed site will be inaudible inside the nearest noise sensitive properties after 2300hrs with windows open in a manner for typical ventilation.

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 10:00hrs 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 Premises Licence Holder or any other party on behalf of the event and will have an onsite 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 an authorised officer.

The rating level of noise from plant and machinery will be no higher than 5dB below the lowest background level at the most affected noise sensitive premises during the operation of the plant. Plant and machinery will be regularly serviced and maintained to continue to meet the rating level.

All lighting on the site shall be of a suitable intensity and positioning. All lighting on or at the site will be operated in a manner which will not cause a nuisance to nearby properties.

A noise propagation test shall be undertaken and completed in the morning prior to the start of the music event, 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 testing. The sound system will be configured and operated in a similar manner as intended for the event. The sound source used for the test will be similar in character to the music likely to be produced for any major music event.

Waste collection, plant and machinery, deliveries and other activities that might generate noise will be located as far as possible from residential properties and other noise-sensitive properties.

The site will be operated in a manner which will prevent unwanted odours causing a nuisance to persons in the immediate area or nearby properties.

The site will have an adequate supply of litter bins. Notices requiring customers to use the litter bins will be displayed prominently at the site. Litter bins will be emptied regularly.

All materials used to promote or market the event are to be displayed lawfully. The Licensee will take measures to encourage agents, employees or any party acting on her/his behalf to display promotional materials lawfully.(E.g. By way of contractual agreement.)

The Event Management Plan will contain a Litter & Waste Management Strategy. The Strategy will identify:

- a) Location and number of containers
- b) Emptying and replacement schedule
- c) Steps to remove litter throughout the event
- d) Standby procedures to address any identified refuse accumulations e.g. overflowing receptacles
- e) After event cleaning schedule
- f) Steps to prevent litter from being dropped offsite
- g) Steps to remove litter along roads, entrances and exits adjacent to the site Arrangements for waste produced by traders

Methods proposed to evidence that the above steps have been taken.

All reasonable steps will be taken to ensure that activities promoting or publicising the event do not cause littering. Measures to remove such litter as and when it occurs shall be put in place.

A traffic management plan will be provided to the satisfaction of all relevant agencies. This will include details of:

- a) Traffic Routes
- b) Traffic Regulation orders

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- c) Traffic Signage
- d) Car Parks
- e) Management of vehicle gates
- f) Traffic Spotters
- g) Tow Away Facilities
- h) Advanced information in the media
- i) Use of Public Transport / Coaches
- j) Pedestrian Access Facilities

The plans of the licensed site shall identify routes for emergency vehicles around the licensed site and location of car parks.

This plan should be supplemented with area maps identifying traffic routes to the site, access & egress points to car parks and the identified access/egress routes for emergency vehicles (unless this information may be contained on the same site plan).

All vehicular access points into the Licensed Site shall be provided to a standard appropriate for the nature and volume of traffic shall be laid out and constructed to the satisfaction of the Responsible Authorities.

Designated areas will be used for car parking. Such areas will be adequately stewarded and signed.

- e) The protection of children from harm

The age verification policy adopted by the premises, in respect of the sale or supply of alcohol will be Challenge 25, which means that those seeking to purchase alcohol at the premises who appear to be under the age of 25 will be required to provide acceptable evidence (as approved by West Yorkshire Police) that they are 18 years of age (or older) before any alcohol is sold or supplied to them.

No persons under the age of 18 years will be allowed on site.

Rigorous identification, search and check 25 procedure will be in place to prevent juveniles entering the site.

Any juveniles not with an adult that do attend and are in possession of tickets will be refunded and safeguarded until either a parent or other responsible adult comes to collect them. If this is impracticable they will be provided with adequate shuttle or other transport to remove them from the area to a home address or other place of safety.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

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- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

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If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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NOTES ON REGULATED ENTERTAINMENT

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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:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o 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.
 - o 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.
 - o 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.
 - o 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:
 - o 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.
 - o 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.
 - o 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.

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- 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:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o 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;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o 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.

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

The premises licence fee is based on the non domestic rateable value of the premises these fees are:

Non domestic rateable value £4,300 or less - £100

Non domestic rateable value between £4,301 and £33,000 - £190

Non domestic rateable value between £33,001 and £87,000 - £315

Non domestic rateable value between £87,001 and £125,000 - £450

Non domestic rateable value £125,001 or more - £635

If the premise▲ non domestic rateable value is £87,001 or more and the premises is used exclusively or primarily for the supply of alcohol for consumption on the premises the fee for this application is:

Non domestic rateable value between £87,001 and £125,000 - £900

Non domestic rateable value £125,001 or more - £1905

If this application is for a community premises e.g. a village hall or community centre and the application does■ t include the sale of alcohol as an activity there is no fee payable.

If the premises will have 5,000 people or more in attendance at any one time there is an additional fee payable which we will contact you to pay when you submit your application. Details of these fees are available at http://www.leeds.gov.uk/Business/Licences_and_street_trading/Licence__alcohol_and_entertainment.

* Fee amount (£)

4,100.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Continued from previous page...

DECLARATION

- * I will make payment of the fee on submission of this application.
- * I have attached, or will post to Leeds City Council, the plans of the premises.
- * I have attached, or will post to Leeds City Council, the consent form completed by the individual I wish to be premises supervisor, or I will ensure the individual I wish to be premises supervisor submits the consent form electronically.
- * 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.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

Date (dd/mm/yyyy)

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/leeds/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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

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 PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED