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## Premises Licence

### Part A Schedule 12 Licensing Act 2003

#### Part 1 – Premises Details

##### Postal address of premises, or if none, ordnance survey map reference or description

Belgrave Music Hall, 1-1A Cross Belgrave Street, Leeds, LS2 8JP

##### Licensable activities authorised by this licence

Sale by retail of alcohol, Provision of late night refreshment, Performance of a play, Exhibition of a film, Indoor sporting events, Performance of live music, Performance of recorded music, Performance of dance, Entertainment similar to live music, recorded music or dance

##### Times the licence authorises the carrying out of licensable activities

###### *Sale by retail of alcohol*

Every Day	11:00 - 04:00
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###### *Provision of late night refreshment*

Every Day	23:00 - 04:30
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Location of activity:	Indoors
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###### *Performance of a play*

Every Day	06:00 - 04:00
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Location of activity:	Indoors
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###### *Exhibition of a film*

Every Day	06:00 - 04:00
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Location of activity:	Indoors
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###### *Indoor sporting events*

Every Day	06:00 - 04:00
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Location of activity:	Indoors
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###### *Performance of live music*

Every Day	06:00 - 04:00
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Location of activity:	Indoors
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*Performance of recorded music*

Every Day	06:00 - 04:00
Location of activity:	Both indoors and outdoors
Further details:	The roof terrace to be able to play background music from 11:00 to 23:00 hours daily.

*Performance of dance*

Every Day	06:00 - 04:00
Location of activity:	Indoors

*Entertainment similar to live music, recorded music or dance*

Every Day	06:00 - 04:00
Location of activity:	Indoors

*Details relating to all activities*

Non standard timings:

From the end of permitted hours on New Year's Eve, to the start of permitted hours on New Year's Day.

At the start of British Summertime, the terminal hour for all licensable activities shall be extended by one hour.

**Opening hours of the premises**

Every Day	06:00 - 04:30
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Alcohol is sold for consumption on and off the premises

**Part 2**

**Name, (registered) address, telephone number and email (where relevant) of holder of premises licence**

Rose Four Limited  
Group Accounts  
Lock Tavern  
35 Chalk Farm Road  
London  
NW1 8AJ

Current Email Address:	mail@rosepubs.com
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**Registered number of holder, for example company number, charity number (where applicable)**

Registered business number:	08496800
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**Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol**

Mr Christopher Jonathan Impett  
39 Queens Road  
Hyde Park  
Leeds  
LS6 1NY

**Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol**

Personal licence number: 164246

Licensing authority: Manchester City Council

Licence issued under the authority of Leeds City Council

Mr Shaam Amin  
Licensing Officer  
Entertainment Licensing  
Elections, Licensing and Registration

## **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 other 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. 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.
- 8. 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.
- 9. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

For the purposes of the condition set out in paragraph 1 of this condition -

- a. "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
- b. "permitted price" is the price found by applying the formula  $P = D + (D \times V)$  where -
  - i. P is the permitted price,
  - ii. D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
  - iii. V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- c. "relevant person" means, in relation to premises in respect of which there is in force a premises licence -
  - i. the holder of the premises licence,
  - ii. the designated premises supervisor (if any) in respect of such a licence, or

- iii. the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- d. "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- e. "value added tax" mean value added tax charged in accordance with the Value Added Tax Act 1994.

Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

- (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

## **Annex 2 – Conditions consistent with the operating schedule**

### **General – All four licensing objectives**

- 10. This Premises Licence can not be transferred within 3 years of the licence being granted, to another operator unless agreement has been reached with West Yorkshire Police.

### **The prevention of crime and disorder**

- 11. Food will be available everyday for sale until the premises closes (Pizza or similar substantial hot snacks).
- 12. The operating capacity of the venue shall be reduced after Midnight and limited to 750 people across the premises.
- 13. There will be an agreed dispersal policy with West Yorkshire Police.
- 14. There will be an arrangement with an approved mini cab operator to provide taxis from the premises to aid dispersal.
- 15. There will be displayed prominent signs offering to call and pre-book cabs on behalf of the customers.
- 16. There will be prominently displayed number for the agreed private hire taxi company for customers who want to make their own arrangements.
- 17. There will be taxi business cards in rack on display near the entrance door for customers to pick up on arrival and departure.
- 18. There will be distributed printed material that will be handed out to customers showing the location of all taxi ranks and private hire offices in the vicinity.
- 19. A suitable Closed-Circuit Television (CCTV) system will be operational at the premises at all times when licensable activities are being carried out and at any other times where members of the public are present on the premises.

20. The CCTV system will cover the main entrance/s and exit's and designated emergency egress routes from the premises.
21. The CCTV system will be of a satisfactory resolution quality which will enable the identification of persons and activities, and other fine details such as vehicle registration number plates.
22. The CCTV system will contain the correct time and date stamp information.
23. The CCTV system will have sufficient storage retention capacity for a minimum of 31 days' continuous footage which will be of good quality.
24. The CCTV footage will be controlled and kept in a secure environment to prevent tampering or unauthorised viewing. A record will be kept of who has accessed the system, the reason why and when.
25. A Supervisor's Register will be maintained at the licensed premises, showing the names, addresses and up-to-date contact details for the DPS and all personal licence holders.
26. The Supervisors Register will state the name of the person who is an 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 authorised officer.
27. The Premises Licence Holder (PLH)/Designed Premises Supervisor (DPS) will ensure that a 'Daily Record Register' is maintained on the premises by the door staff.
28. The Daily Record Register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty and finished duty (verified by the individual's signature).
29. The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry.
30. Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.
31. A designated member/members of staff at the premises will be authorised to access the CCTV footage and be conversant with operating the CCTV system. At the request of an authorised officer of the Licensing Authority or a Responsible Authority (under the Licensing Act 2003) any CCTV footage, as requested, will be downloaded immediately or secured to prevent any overwriting. The CCTV footage material will be supplied, on request, to an authorised officer of the Licensing Authority or a Responsible Authority.
32. The PHL/DPS 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.
33. 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.
34. There will be a communication link via radio to other venues in the city centre. This will be the system recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police.

35. Such communication link will be kept in working order at all times when licensable activities are taking place.
36. 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.
37. Any police instructions or directions given via the link will be complied with whenever given.
38. All incidents of crime or disorder will be reported via the link to an agreed police contact point.
39. No glassware shall be permitted on the roof terrace at any time of operating.
40. Where customers are present on the roof terrace the area shall be monitored by at least one member of door staff, when door staff are on duty.
41. Where no door staff are on duty, such as during the quieter times of operating, and customers are present on the roof terrace, the area shall be closely monitored by means of CCTV cameras or a member of staff.
42. Where a mobile bar is present on the roof terrace all bottled alcohol shall be decanted in to plastic/polycarbonate receptacles and no other glassware shall be available.
43. West Yorkshire Police and Leeds City Council Licensing Enforcement will be notified, prior to the opening of the extended roof terrace, of the maximum number of persons allowed on the roof terrace according to the fire risk assessment.
44. The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.
45. The CCTV system will cover all external areas of the premises occupied by the public, i.e. queuing areas, beer gardens, smoking areas and car parks.
46. The CCTV system will cover all areas of the premises occupied by the public under the terms of the licence, including corridors and stairways (excluding WCs and changing rooms).
47. The Incident Report Register will be retained on the premises for a period of twelve months from the date of the last entry.
48. The PLH/DPS will belong to a recognised trade body or Pub Watch Scheme where one exists, whose aims include the promotion of the licensing objectives.
49. A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.
50. A suitable purpose-made 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 or British Transport Police.
51. Notices will be prominently displayed at the entrances of the premises which state:
  - a. A search may 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.



## Public Safety

52. 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.
53. Electrical installations will be inspected on a periodic basis (at least every 3 years or at a frequency specified in writing) by a suitably qualified and competent person. If used, any temporary electrical wiring and distributions will also be inspected. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.
54. One of the following protective measures shall be used for all socket-outlets which may be used for the connection for lighting, video or sound amplification equipment and display models:
  - a) Each socket-outlet circuit shall be protected by a residual current device having a rated residual operating current not exceeding 30mA; or
  - b) Each individual socket-outlet shall be protected by an integral residual current device having a rated residual operating current not exceeding 30mA.

The current operation of all residual current devices shall be checked regularly by pressing the test button. If the device does not switch off the supply, an electrical contractor should be consulted. At the same time action should be taken to prohibit the use of socket outlets associated with a faulty residual current device.

55. Regular safety checks of guarding to stairs, balconies, landings and ramps will be undertaken, and a supervision policy will be maintained to prevent people from inappropriate behaviour including climbing which may lead to a fall from height.
56. Safety glass that is impact resistant should be used wherever possible in all areas where the public may come into contact with it. Where it is not used in public areas, glazing should be shielded to protect it from impact.
57. Drinks consisting of open bottles and glasses will not be taken from the premises or outside street cafe area 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.
58. The PLH/DPS will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.
59. A suitably trained and competent person must ensure regular safety checks of the premises including decorative and functional fixtures, floor surfaces and equipment (including electrical appliances) to which the public may come into contact are undertaken. Records of these safety checks must be kept and made available for inspection by an authorised officer.
60. 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.
61. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.
62. Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.
63. A suitably trained First Aider or appointed person will be provided at all times when the premises are open.
64. Members of the public will be prevented from accessing hot food and drink preparation areas to prevent the risk of scalds or burns to them.

65. 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.
66. 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.

### **The prevention of public nuisance**

67. Noise from a licensable activity at the premises will be inaudible at the nearest noise sensitive premises.
68. Licensable activities will be conducted and the facilities for licensed activities will be designated and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties.
69. The PLH/DPS will adopt a 'cooling down' period where music volume is reduced towards the closing time of the premises.
70. The PLH/DPS will ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter.
71. Where management deem it necessary SIA Registered door staff will be employed and used where queues are likely to form to manage the queues and ensure:
  - a. Queues are restricted to cordoned areas to prevent them obstructing footpaths and spilling out onto roads, and to keep noise and obstructions away from residential properly; and
  - b. The premises supervisor and any door supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.
72. THE PLH/DPS will ensure patrons use the roof terrace in a manner which does not cause disturbance to nearby residents and business in the vicinity.

### **Protection of children from harm**

73. The PLH/DPS 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.
74. The PLH/DPS staff will ask for acceptable evidence (as agreed by WYP / WYTSS) from any person appearing to be under the age of 21 who attempts to purchase alcohol at the premises.

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

None

### **Annex 4 – Plans**

The plans for these premises are as those submitted with the application. A copy of which is held by Leeds City Council licensing authority.