

The New Middleton,
4 Thorpe Street,
Middleton,
Leeds,
LS10 4HD

Schedule of proposed opening hours and operating schedule

Proposed opening hours of the premises

On each day of the week 1100 to 2330

Seasonal variation from 1100 on New Years Eve until 0130 on New Years Day

Proposed hours for the sale of alcohol for consumption on and off the premises;

On each day of the week 11:00 to 23:00

Seasonal variation from 1100 on New Years Eve until 0100 on New Years Day

Proposed Operating Schedule

General

Locations of fire safety and other safety equipment subject to change in accordance with the requirements of the responsible authorities or following a risk assessment.

CCTV

A suitable CCTV system will be maintained and be operational on the premises at all times when licensed activities are being carried out.

The siting and standard of the CCTV system will be agreed with WYP prior to installation and will comply with that agreement at all times.

Changes to the siting and standard of CCTV systems may only be made with the written consent of West Yorkshire Police.

Security footage will be made secure and retained for a period of time to the satisfaction of WYP.

Supervisors Register

A Supervisors Register will state the name of the person who is in overall charge of the premises at each time that licensed activities are carried out, and this information will be retained for a period of twelve months and produced for inspection on request to an authorised officer.

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Incident Register

The Licensee will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti social behaviour, and ejections from the premises.

The Incident Report Register will contain consecutively numbered pages, the date time and location of the incident, details of the nature 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 addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.

The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.

The Licensee will inform West Yorkshire Police of any search resulting in a seizure drugs or offensive weapons.

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

- Incidents of crime and disorder will be reported to the police;
- entry to the premises will be drunk, acting in a threatening manner or is violent;
- entry will be refused to any person who has been convicted of an offence of - drunkenness, violent or threatening behaviour or the use or distribution of illegal substances

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.

The Licensee will adopt a proof of age scheme which is approved by WYP and West Yorkshire Trading Standards (WYTS).

The Licensee's staff will ask for proof of age from any person appearing to be under the age of 21 who attempts to purchase alcohol at the premises.

Drinks, open bottles and glasses will not be taken from the premises at any time. Empty bottles and glasses will be collected regularly and promptly. Glass and other sharp objects will be stored and disposed of safely using suitable receptacles. Receptacles will be secured and not accessible to the customers and the Licensee will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.

Plastic or toughened glasses/bottles will be used when requested by West Yorkshire Police (e.g. football match days)

Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be displayed at the exits to the premises. Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be displayed at the exits to the premises.

The Licensee will belong to a recognised trade body or Pub Watch Scheme, whose aims include the promotion of the licensing objectives.

The Licensee will ensure that customers who commit acts of anti-social behaviour are removed from the premises. Such customers will be excluded from the premises if further incidents occur.

The Licensee will comply with the agreed protocols of the local pubwatch scheme(s) or trade body where unilateral banning orders are implemented.

At least thirty minutes will be allowed between the final sales of alcohol and closing the premises. The DPS will permit customers to finish their drinks and leave the premises in an orderly manner.

The prevention of public nuisance

No nuisance will be caused by noise or vibration emanating from the premises. Licensable activities will be conducted and the facilities for licensed activities will be designed and operated so to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties.

There will be no external loudspeakers.

Bottles will not be placed in any external receptacle after 23:00 hours to minimise noise disturbance to adjoining properties.

No nuisance will be caused by noise or vibration emanating from the premises from external plant or equipment.

The Licensee will ensure patrons use beer gardens, external areas and play areas in a manner which does not cause nuisance to nearby residents and business in the vicinity. Patrons will not use such areas after 21:00.

The Licensee will adopt a "cooling down" period where music volume is reduced towards the closing time of the premises.

The Licensee will ensure that lighting provided for the purpose of customer and staff safety, for the security of the premises, and lighting associated with activities of entertainment and advertising is of such and intensity, suitable positioned and operated so as not to cause nuisance to neighbouring or adjoining premises.

Clear and legible notices will be displayed at exits, car parks and other circulatory areas requesting patrons to leave the premises having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti-social behaviour.

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,
- b. and to keep noise and obstructions away from residential property.

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.

Public Safety

The Licensee will adopt at the premises written policies and procedures on:

- Entry and egress to the premises (including monitoring of any capacity limit)
- Evacuation of the premises

The Licensee will ensure staff are trained on these measures, and all other matters relating to the safety of the public.

A written risk assessment will be kept which covers all activities which affect the health and safety of members of the public. This will include the noise levels to which the public are exposed and information will be provided for the public via signage at the entrance. The assessment will be produced for inspection at the request of an authorised officer.

The licensee will maintain an electronic system for monitoring capacity control within the premises. This system will be linked via monitors around the premises to a central office.

Appropriately trained staff will be provided to oversee general safety within the premises, and these will be provided to a minimum number of one member of staff per 250 occupancy or part thereof, in accordance with the occupancy figure.

Where the licensable activities are held on floors other than the ground floor level the ratio of supervisors will increase to 1 per 100 occupancy or part thereof on those levels.

The Licensee will have a written procedure for crowd control and management. All staff will be instructed in the operation of the procedure. The policy will be available for inspection at the request of an authorised officer.

All exit doors will be accessible, open easily, and exit routes will be maintained.

Safety checks, including doors, will be undertaken before opening to the public and a record kept of inspections. Also any inward opening Entrance / Exit door must be permanently held open on Cabin Hooks during Licensed hours. To alter this arrangement written permission of the Fire Service is required.

Before opening to the public, checks will be undertaken to ensure all access and to the premises are clear for emergency vehicles. Regular checks will be undertaken when the premises is open.

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.

All equipment with which the public may have contact, will be maintained, stored and operated in a safe manner. Appropriate maintenance and test records will be kept and be available at the request of an authorised officer.

Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.

The Licensee will make provision for regular inspections of the premises structure. A written record of these inspections will be kept. The records will be made immediately available for inspection at the request of an authorised officer.

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Regular safety checks of decorative and functional fixtures that could fall causing injury to the public or may cause a risk of fire, will be undertaken.

Regular safety checks of guardings 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.

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

Safety checks will be recorded and made available for inspection at the request of an authorised officer.

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

The risk of scald and burns to the public from hot food and drink preparation will be isolated or shielded from members of the public to prevent risk of scalds or burns to them.

Hot food and drink preparation will be isolated or shielded from members of the public to prevent risk of scalds or burns to them.

Suitably trained First Aid Staff will be provided at all times when the premises are open.

An appropriately qualified medical practitioner will be present throughout any sporting entertainment.

Adequate and appropriate First Aid equipment and materials will be available on the premises.

A written procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.

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.

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.

Protection of children from harm

People under 18 (including staff) will not be admitted to the premises at any time when entertainment of a sexual or adult nature is being provided.

The Licensee will provide clear signage that entertainment of an adult nature is occurring which is not suitable for under 18s.

Measures will be put in place for ensuring non-admission to persons under 18 years of age when entertainment of an adult nature is taking place, such as door supervision and age checks (including staff).

The Licensee will not display outside the premises photographs or other images which indicate and suggest that striptease or similar entertainment takes place on the premises.

Any person on the premises who can be observed from outside the premises will be properly and decently dressed.

The Licensee will adopt a proof of age scheme which is approved by WYP and West Yorkshire Trading Standards.

Signs will be provided informing customers that sales will not be made to under 18s, and that age identification may be required.

The Licensee will provide an adequate number of supervisors who can provide care for the children as they move from stage to dressing room etc., and to ensure that all children can be accounted for in case of an evacuation or an emergency.

The venue will be suitable to accommodate safely the numbers of children intended.

All supervisors and crew will receive instruction on the fire procedures applicable to the venue prior to the arrival of the children. The Licensee will ensure that all special effects e.g. flashing lights, dry ice, smoke etc are suitable for the children involved in the performance.