

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

Swillington Miners Welfare Scheme, 9 Wakefield Road, Swillington, Leeds, LS26 8DT

Telephone number: XXXXXXXXXX

Licensable activities authorised by this licence

Sale by retail of alcohol, 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 - 00:00

Non standard timings:

Christmas Eve and New Years Eve until 00:30
Christmas Day 11:00 - 14:00 and 19:00 - 22:30

In relation to International Sporting Events, normal permitted hours will be extended one hour before, during and one hour after such an event, but only providing details of any such event are provided to the police by the club, no later than 10 working days prior to any such event, and also providing the police, after being notified, have not vetoed any such event based on the licensing objectives, by informing the club and the licensing authority in writing.

Performance of a play

Saturday & Sunday 11:30 - 17:00

Location of activity: Indoors

Further details: Christmas Pantomime

Non standard timings:

None

Exhibition of a film

Every Day 12:00 - 23:00

Location of activity: Indoors

Further details: Recorded Race Night for Sub Section Fund Raising.

Occasionally for special events or sub section use - No more than four times per annum

Non standard timings:

International televised events which fall outside permitted hours, permit supply of alcohol 1 hour before and after event time. Details to be provided to Police 10 days prior.

Indoor sporting events

Every Day 12:00 - 23:00
Location of activity: Indoors
Further details: Darts & Snooker league fixtures

Performance of live music

Every Day 19:00 - 00:00
Location of activity: Indoors
Further details: Live Entertainment by professional artists in established concert room, mostly Tuesday and Saturday nights

Occasional special events or community use live music maybe staged Monday to Friday (Not All)

Non standard timings:

Christmas Eve and New Years Eve up to 00:30

Performance of recorded music

Every Day 12:00 - 00:00
Location of activity: Indoors
Further details: Generally evening only in concert room as background music. Games room through the day.

Occasional special events or community use Monday to Friday or Sunday afternoon (Not All)

Non standard timings:

Christmas Eve and New Years Eve up to 00:30

Performance of dance

Every Day 12:00 - 22:00
Location of activity: Indoors
Further details: Line Dancing, Ballroom Dancing and Zumba

Variation of time for community fitness classes

Entertainment similar to live music, recorded music or dance

Every Day 19:00 - 00:00
Location of activity: Indoors

Further details: Comedy Acts

Occasional special events or charity fund raising - no more than four times per annum

Non standard timings:

Christmas Eve and New Years Eve up to 00:30

Opening hours of the premises

Everyday 11:00 - 01:00

Alcohol is sold for consumption on the premises

Part 2

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

Swillington Miners Welfare Scheme
9 Wakefield Road
Swillington
Leeds
LS26 8DT

Current Email Address: [REDACTED]

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Lesley Jane Palmer
[REDACTED]

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: [REDACTED] Licensing authority: [REDACTED]

Licence issued under the authority of Leeds City Council

[REDACTED]

Miss Jane Wood
Senior Liaison and Enforcement 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 to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
- c. provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
- d. selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorize anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

- e. dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
- 6. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- 7. 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

The prevention of crime and disorder

- 10. 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 .
- 11. 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).
- 12. 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.
- 13. The CCTV system will contain the correct time and date stamp information.
- 14. The CCTV system will have sufficient storage retention capacity for a minimum of 31 days' continuous footage which will be of good quality.
- 15. 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
- 16. 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.
- 17. 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.
- 18. 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.
- 19. 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.
- 20. The PLH/DPS will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.

21. Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be prominently displayed at the exits to the premises.
22. 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.
23. No licensable activities authorised by the premise licence, shall be offered at any time in any part of the club premises, other than to:
 - a. A member of the club, a guest of a member, associate members and their guests
 - b. All other persons attending bona fide functions, which have been organized with and authorized by the management committee of the club in advance.
 - c. All other persons attending recreational/sporting events taking place on the club premises or within the grounds of the club.
24. There will be rules of the club for the election of club members and other matters which are at the discretion of the clubs management committee, to be made available on request to an officer of the Licensing Authority or a Police officer.
25. A list of names and addresses of all members of the club shall be kept on the premises, to be produced at any time if requested by an officer of the Licensing Authority or a Police officer.

Public Safety

26. 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.
27. 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.
28. During opening hours the cellar door must be kept locked or adequately supervised to prevent unauthorised access by the public.
29. 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.
30. The Premises Licence holder will not allow the sale or supply of 'Legal Highs' on the premises.
31. Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.
32. 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. Inspection records/certificates will be kept and made available at the request of an authorised officer. 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.
33. 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 will be protected by a residual current device having a rated residual operating current not exceeding 30mA, or
 - b) Each individual socket-outlet will 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 will 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.

34. 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.
35. Safety glass that is impact resistant or shielded to protect it from impact will be used in all areas where the public may come into contact with it.
36. The premises have a current Fire Risk Assessment.
37. Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scald or burns.
38. Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.

The prevention of public nuisance

39. Licensable activities will be conducted and the facilities for licensed activities will be designed 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.
40. Noise from a licensable activity at the premises will be inaudible at the nearest noise sensitive premises.
41. There will be no external loudspeakers.
42. Bottles will not be placed in any external receptacle after 23.00 hours and 07.00 hours to minimise noise disturbance to neighbouring properties.
43. The activities of persons using the external areas will be monitored after 23:00hrs and they will be reminded to have regard to the needs of local residents and to refrain from shouting and anti-social behaviour etc. when necessary.
44. The PLH/DPS will adopt a 'cooling down' period where music volume is reduced towards the closing time of the premises.
45. Clear and legible notices will be displayed at exits, car parks and other circulatory areas requesting patrons to leave the premises quietly 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.
46. 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.
47. 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.

Protection of children from harm

48. The PLH/DPS will ensure that an adult supervisor is stationed in the area(s) or levels which are occupied by children. The supervisors will be placed in the vicinity to exits to the premises. There will be one supervisor per 50 children at all times.
49. Under 16's must be accompanied by a parent/guardian. Parent/guardian must ensure control of their children at all times.

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.