



**PREM1**

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

**Application for a premises licence to be granted under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

**We Leeds Culture Trust.**

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 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**

**Part 1 – Premises Details**

Postal address of premises or, if none, ordnance survey map reference or description Headingley Rugby Stadium St Michaels Lane Headingley	
Post town Leeds	Post code LS6 3BR

Telephone number of premises (if any)

Non domestic rateable value of premises

£ 154,000

**Part 2 – Applicant Details**

Please state whether you are applying for a premises licence as:

- Please tick as appropriate
- a) an individual or individuals\*  please complete section (A)
- b) a person other than an individual\*
- i. as a limited company/limited liability partnership  please complete section (B)
- ii. as a partnership (other than limited liability)  please complete section (B)
- iii. as an unincorporated association or  please complete section (B)
- iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)

- d) a charity  please complete section (B)
- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\*If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below:

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

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr  Mrs  Miss  Ms  Other title (for example, Rev) \_\_\_\_\_

Surname  First names

Please tick yes

Date of Birth  I am 18 years old or over

Nationality

Current postal address if different from premises address

Post Town  Postcode

Daytime contact telephone number

Email address (optional)

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information).

**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr  Mrs  Miss  Ms  Other title (for example, Rev) \_\_\_\_\_

Surname

First names

Please tick yes

Date of Birth

I am 18 years old or over

Nationality

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information).

**(B) OTHER APPLICANTS**

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

Name  
Leeds Culture Trust

Address [REDACTED]
Registered number (where applicable) [REDACTED]
Description of applicant (for example, partnership, company, unincorporated association etc.)  a charitable company limited by guarantee
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

**Part 3 Operating Schedule**

When do you want the premises licence to start?

Day		Month		Year			
0	5	0	1	2	0	2	3

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day		Month		Year			
1	5	0	1	2	0	2	3

Please give a general description of the premises (please read guidance note 1)

The premises, known as the ‘rugby stadium’ includes the rugby pitch and all four stands which sit within the rugby stadia at Headingley Stadium. We wish to use the premises to host a major performance opening event as part of the Leeds 2023 Year of Culture Programme.

This application, should it be granted would seek to provide a license for single use to facilitate the delivery of this single event. The event would be family orientated and contain performance of dance, spoken and poetic word, live music, recorded music, and specially commissioned film. We hope to host this event with a capacity no greater than 19,999 persons, with the main activity taking place on a specially commissioned stage mounted on the Western Terrace of the Stadium. Audience would be seated in the North, South and East stands, as well as standing, on the pitch. Ancillary activities (including live music and exhibitions) would also be programmed to take place in the vomitories of the North, South and East stand, as audiences enter and leave. The event would be free to attend, but ticketed and would also be broadcast live to a wider audience out with the premises. The event will be served by facilities within the North, South and East Stands where both alcoholic and non-alcoholic refreshments are available.

The event would take place in the afternoon/early evening, on Saturday 7<sup>th</sup> January 2023. It is envisioned that the main ‘show’ of the event would last no more than 120 minutes. As such we are applying for a time limited, single use premises license to facilitate this activity.

We are applying for a time-limited operating schedule of 10 days between 5<sup>th</sup> and 16<sup>th</sup> January 2023, to be exercised once on a single day only, on either a Thursday, Friday, Saturday or Sunday during the schedule. We are applying for a 10-day operating schedule as a contingency measure in the instance that the event is required to be moved at short notice due to external factors, ie adverse weather. In this scenario, agreement would be sought in advance from multi-agency partners, before doing so. It is our intention to deliver the event on the afternoon/evening of Saturday 7<sup>th</sup> January 2023.

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

19,999

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Please tick  yes

**Provision of regulated entertainment**

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performance of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g)  
(if ticking yes, fill in box H)

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Sale by retail of alcohol** (if ticking yes, fill in box J)

**In all cases complete boxes K, L and M**

# A

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)</b>	<b>Indoors</b>	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>		<b>Outdoors</b>	<input type="checkbox"/>
<b>Mon</b>			<b>Please give further details here (please read guidance note 4)</b> The main entertainment at the event will be the performance of a scripted play in the stadium.	<b>Both</b>	<input checked="" type="checkbox"/>
<b>Tue</b>					
<b>Wed</b>				<b>State any seasonal variations for performing play (please read guidance note 5)</b> None	
<b>Thur</b>	15:00	21:00			
<b>Fri</b>	15:00	21:00		<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6)</b> None	
<b>Sat</b>	15:00	21:00			
<b>Sun</b>	15:00	21:00			

# B

<b>Films</b> Standard days and timings (please read guidance note 7)			<b>Will the exhibition of a films take place indoors or outdoors or both – please tick (please read guidance note 3)</b>	<b>Indoors</b>	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>		<b>Outdoors</b>	<input type="checkbox"/>
<b>Mon</b>			<b>Please give further details here (please read guidance note 4)</b> As part of the main play, short films will be shown on screens in the venue.	<b>Both</b>	<input checked="" type="checkbox"/>
<b>Tue</b>					
<b>Wed</b>				<b>State any seasonal variations for the exhibition of films (please read guidance note 5)</b>	
<b>Thur</b>	15:00	21:00			
<b>Fri</b>	15:00	21:00		<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6)</b>	
<b>Sat</b>	15:00	21:00			
<b>Sun</b>	15:00	21:00			

# C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			Please give further details (please read guidance note 4)
<b>Day</b>	<b>Start</b>	<b>Finish</b>	
<b>Mon</b>			State any seasonal variations for indoor sporting events (please read guidance note 5)
<b>Tue</b>			
<b>Wed</b>			
<b>Thur</b>			
<b>Fri</b>			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list. (please read guidance note 6)
<b>Sat</b>			
<b>Sun</b>			

# D

<b>Boxing or wrestling entertainment</b> Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>		Outdoors	<input type="checkbox"/>
<b>Mon</b>			Please give further details here (please read guidance note 4)	Both	<input type="checkbox"/>
<b>Tue</b>					
<b>Wed</b>			State any seasonal variations for the boxing or wrestling entertainment (please read guidance note 5)		
<b>Thur</b>					
<b>Fri</b>			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list. (please read guidance note 6)		
<b>Sat</b>					
<b>Sun</b>					

## E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)</b>	<b>Indoors</b>	<input type="checkbox"/>
				<b>Outdoors</b>	<input type="checkbox"/>
				<b>Both</b>	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here (please read guidance note 4)</b> Live music performances will take place at various points throughout the play. They will not be continuous. They will be amplified, a noise management plan will be in place for the event.		
<b>Mon</b>					
<b>Tue</b>					
<b>Wed</b>			<b>State any seasonal variations for the performance of live music (please read guidance note 5)</b>		
<b>Thur</b>	15:00	21:00			
<b>Fri</b>	15:00	21:00			
<b>Sat</b>	15:00	21:00	<b>Nonstandard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list. (Please read guidance note 6)</b>		
<b>Sun</b>	15:00	21:00			

## F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)</b>	<b>Indoors</b>	<input type="checkbox"/>
				<b>Outdoors</b>	<input type="checkbox"/>
				<b>Both</b>	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here (please read guidance note 4)</b> Recorded music will be played at various points during the performance.		
<b>Mon</b>					
<b>Tue</b>					
<b>Wed</b>			<b>State any seasonal variations for the playing of recorded music (please read guidance note 5)</b>		
<b>Thur</b>	15:00	21:00			
<b>Fri</b>	15:00	21:00			
<b>Sat</b>	15:00	21:00	<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list. (please read guidance note 6)</b>		
<b>Sun</b>	15:00	21:00			

## G

<b>Performance of dance</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)</b>	<b>Indoors</b>	<input type="checkbox"/>
				<b>Outdoors</b>	<input type="checkbox"/>
				<b>Both</b>	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here (please read guidance note 4)</b> Dance will be performed as part of the performance.		
<b>Mon</b>					
<b>Tue</b>			<b>State any seasonal variations for the performance of dance (please read guidance note 5)</b>		
<b>Wed</b>					
<b>Thur</b>	15:00	21:00	<b>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list. (please read guidance note 6)</b>		
<b>Fri</b>	15:00	21:00			
<b>Sat</b>	15:00	21:00			
<b>Sun</b>	15:00	21:00			

## H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			<b>Please give a description of the type of entertainment you will be providing</b> Section of the performance will include elements that will be similar to a play, or other regulated entertainment, such as spoken word performances.		
			<b>Will the entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)</b>	<b>Indoors</b>	<input type="checkbox"/>
				<b>Outdoors</b>	<input type="checkbox"/>
				<b>Both</b>	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here (please read guidance note 4)</b>		
<b>Mon</b>					
<b>Tue</b>			<b>State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)</b>		
<b>Wed</b>					
<b>Thur</b>	15:00	21:00	<b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list. (please read guidance note 6)</b>		
<b>Fri</b>	15:00	21:00			
<b>Sat</b>	15:00	21:00			
<b>Sun</b>	15:00	21:00			

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## I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 4)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list. (please read guidance note 6)		
Sat					
Sun					

## J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption on or off the premises or both – please tick (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
Day	Start	Finish		Off the premises	<input type="checkbox"/>
Mon			State any seasonal variations for the supply of alcohol (please read guidance note 5)	Both	<input type="checkbox"/>
Tue					
Wed			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list. (please read guidance note 6)		
Thur	15:00	21:00			
Fri	15:00	21:00			
Sat	15:00	21:00			
Sun	15:00	21:00			

**State the name and details of the individual whom you wish to specify on the licence as the designated premises supervisor (please see declaration about the entitlement to work in the checklist at the end of the form)**

**Name**

Hector Macpherson Brown

**Address**

[REDACTED]

**Postcode**

[REDACTED]

**Personal licence number (if known)**

[REDACTED]

**Issuing licensing authority (if known)**

[REDACTED]

## **K**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9)**

N/A

# L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5)
<b>Day</b>	<b>Start</b>	<b>Finish</b>	
<b>Mon</b>			<p><b>Non standard timings. Where you intend to open the premises to be open to the public at different times from those listed in the column on the left, please list.</b> (please read guidance note 6)</p> <p>To allow for a 30-minute wind down period from the last sale of alcohol to closure of the premises to the public.</p>
<b>Tue</b>			
<b>Wed</b>			
<b>Thur</b>	15:00	21:30	
<b>Fri</b>	15:00	21:30	
<b>Sat</b>	15:00	21:30	
<b>Sun</b>	15:00	21:30	

# M

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

**a) General – all four licensing objectives (b, c, d, e) (please read guidance note 10)**

LEEDS 2023 will open the year of culture with a concert of words and music celebrating everything the city's culture has been and is. A great stadium show celebrating all the cultural bits that makes Leeds a brilliant city. On the night, families and friends will attend the stadium and enjoy music, words and dancing from some well known faces and local legends.

Tickets will be free and distributed by a ticket ballot that encourages people to submit a piece of artwork in exchange for a pair of tickets. Selection will be randomized other than ensuring a geographical spread across the city, a national and international audience. The event's target audience is families and Leeds residents.

Headingley Stadium is a sports ground designated as requiring a General Safety Certificate under the Safety of Sports Grounds Act 1975. The stadium is owned and operated by Leeds Cricket, Football & Athletic Company Limited (LCF&A Ltd). Leeds Culture Trust as the Event Organiser will work with LCF&A Ltd to develop a rigorous and industry standard Event Management Plan to support delivery of the proposed activity. The event to which this license application pertains falls out with the conditions of the existing General Safety Certificate for the premises. As such Leeds Culture Trust will work with LCF&A Ltd to apply for a Special Safety Certificate to facilitate the event.

Leeds Culture Trust and LCF&A will work collaboratively to adopt and uphold the same facility standards and conditions as required at all other stadium events to promote the prevention of crime and disorder. The Event Organiser will work with West Yorkshire Police and the appointed security and stewarding provider to ensure security, stewarding and policing deployments are proportionate to the risk and any identified threats to the activity. Crowd Management planning will be undertaken by an independent expert Crowd Safety Manager and peer reviewed to ensure that the Crowd Management Plan promotes the prevention of crime and disorder throughout.

All existing policies, strategies, and resources pertaining to medical, welfare, contingency and evacuation plans within the premises will be upheld to ensure public safety is maintained and measures are suitably tailored to the event. The event organiser shall appoint an independent Event Safety Advisor to work closely with the Event Director and Ground Safety Officer throughout the planning and delivery phases to ensure public safety is considered in all aspects of the planned activity. The Event Safety Advisor will be an expert in delivering events of this nature and will work closely with the Ground Safety Officer and Head Steward on the overall safety planning of the operation. All resourcing levels pertaining to medical, welfare, stewarding and security will be determined in accordance with the current edition of the Guide to Safety at Sports Grounds (Green Guide) and where pertinent The Guide to Health, Safety and Welfare at Music and Other Events (Purple Guide). Leeds Culture Trust in conjunction with the LCF&A Ltd will ensure event operations and safety management are delivered to the highest industry standard.

To ensure disruption to the local community is minimised so far as possible, the event organiser will appoint an independent noise management consultant (working to the independent event safety advisor) to develop and deliver a rigorous noise management plan to form part of the overall Event Management Plan. This plan shall work to deliver acceptable sound levels (subject to agreement with Environmental Health colleagues) to the closest neighbour during the live event phase and seek to minimise noise disruption during the build and break phase so far as possible. Stadium floodlights will be turned off after 23:00 nightly, during the build, break and live event phase. No works will take place external to the stadium between 23:00-06:00 nightly, including the emptying or collection of external bottle bins or waste. The event organiser will seek to engage with neighbours and local stakeholders throughout the planning phase to understand any possible concerns and mitigate any disruption in advance of the event.

The event shall be marketed as a family-oriented event, with children and young people encouraged to attend, with their parent/guardian. The event will also have several children, young people and vulnerable adults as performers and participants, in which case appropriate performer licenses will be sought where required. The event organiser will adopt a thorough safeguarding policy throughout the event, accountable to the Event Director and delivered by a dedicated welfare team. The welfare team will be experienced in working with

children and vulnerable adults and suitably DBS checked. All staff and performers working as part of the event will be made aware of this safeguarding policy as part of their induction and encouraged to report safeguarding issues to the appropriate colleague.

No admittance will be permitted to the event to any person under the age of 18, unless accompanied by an adult.

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

Leeds Culture Trust and LCF&A will work collaboratively to adopt and uphold the same facility standards and conditions as required at all other stadium events to promote the prevention of crime and disorder. The event organiser will work with West Yorkshire Police and the appointed security and stewarding provider to ensure security, stewarding and policing deployments are proportionate to the risk and any identified threats to the activity. Crowd Management planning will be undertaken by an independent expert Crowd Safety Manager and peer reviewed to ensure that the Crowd Management Plan promotes the prevention of crime and disorder throughout.

The Event Management Plan will outline the overall command structure of the event, including details of procedures and contingency plans. The finalised plan will be made available to agency partners no later than 28 days before the event. This plan will not be adjusted following this date without agreement of the Leeds Safety Advisory Group. The command structure will be based on the emergency services 'Gold- Strategic, Silver- Tactical, Bronze- Operational' framework to enhance interoperability between partners. The JESIP principles for joint working will be embodied in planning between all contractors and stakeholders.

The Event Organiser, Event Safety Advisor and Crowd Safety Manager will work with the premises Ground Safety Officer and Deputy alongside the Security and Stewarding Provider and form a key part of the event planning process, and work collaboratively to form pre-event briefings for staff. The provision of training of individual security and stewarding staff will be tailored to the nature of the event, taking into consideration the resourcing levels outlined within the Crowd Management Plan.

The Crowd Management Plan (which will form part of the overall Event Management Plan) will include details of capacities, densities and flow rates of all public areas of the premises, adopting the phased DIM-ALICED model of crowd dynamics (Design, Information, Management- Arrival, Last Mile, Ingress, Circulation, Egress, Dispersal). In addition, it will outline the security and stewarding resources required to effectively execute the plan. This resourcing will be in accordance with current national guidance and take into account recommendations of the Leeds Safety Advisory Group.

A register will be maintained to record all security and stewarding personnel working on the site. Details recorded will include: the full name of each individual employed, their date of birth, home address, employers, unique personal licence ID number allocated for the purpose of the event, and SIA registration number (if applicable). The register will contain records of the date and times during which the individuals commenced and finished duty with a signed acknowledgment by each individual. The register will be maintained at the licensed site and be produced for inspection by any authorised officer of a responsible authority. The register will be retained for a period of 6 months following the event.

The event shall adopt a search policy subject to agreement with West Yorkshire Police, commensurate to the audience profile risk and threat, and to the satisfaction of the Leeds Safety Advisory Group. This search policy shall be a condition of entry to the site, and be fully detailed within the Event Management Plan. Additionally, the search policy shall take into consideration any recommendations following any CT SECCO review, as conducted, if deemed necessary, by West Yorkshire Police.

The event is family oriented, and as such, instances of anti-social behaviour are expected to be low. Entry to the site will be refused to any person who appears to be intoxicated, under the influence of illegal substances, acting in a threatening manner, or violent. 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.

A prohibited items list will be created, and communicated to the public in advance of, and on entry to the premises. This prohibited items list will form part of the event search policy. This list will include alcohol, glass containers, cans, weapons and large bags. Any seizure of drugs or offensive weapons shall be recorded in the Incident Report Register and reported to West Yorkshire Police. A suitable purpose made receptacle for the safe retention of illegal substances and offensive weapons will be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police.

Glass containers and cans will not be taken into the licensed areas occupied by the public. Notices will be prominently displayed at entrances to the site which inform customers that glass containers and cans may not be taken into the site.

An Event Control Room will be operation throughout the event period where the premises can be viewed via CCTV monitors. In this room, representatives from all key event departments will be co-located to ensure effective joint working. Agency partners will also be invited to attend the Event Control Room as required to support delivery of their own operations.

The 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, including the pitch and any external areas of the premises. The CCTV system will retain images for a minimum of 31 days 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. These images will be available for download and be provided, on request, to an officer of a responsible authority.

All alcohol sales will be made under the authorisation of a Designated Premises Supervisor (DPS) who is the Personal Licence Holder. 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 inspection by any authorised officer of the Safety Advisory Group and shall be retained by the Licence Holder/nominated person for a period of six months after the event.

The 'Challenge 25' age verification scheme will be used to prevent the sale of alcohol to persons under 18 years of age.

No glass bottles or cans shall be sold or supplied in the licenced area.

### **c) Public safety**

All existing policies, strategies, and resources pertaining to medical, welfare, contingency and evacuation plans within the premises will be upheld to ensure public safety is maintained and whilst also being suitably tailored to the event. The event organiser shall appoint an independent Event Safety Advisor to work closely with the Event Director and Ground Safety Officer throughout the planning and delivery phases to ensure public safety is considered in all aspects of the planned activity. The Event Safety Advisor will be an expert in delivering events of this nature and will work closely with the Ground Safety Officer and Head Steward on the overall safety planning of the operation.

All resourcing levels pertaining to medical, welfare, stewarding and security will be determined in accordance with the current edition of the Guide to Safety at Sports Grounds (Green Guide) and where pertinent The Guide to Health, Safety and Welfare at Music and Other Events (Purple Guide). Leeds Culture Trust in conjunction with the LCF&A Ltd will ensure event operations and safety management are delivered to the highest industry standard.

An Event Management Plan will be prepared, outlining the overall command structure and safety management of the event, including details of procedures and contingency plans. The finalised plan will be made available to agency partners no later than 28 days before the event. This plan will not be adjusted following this date without agreement of the Leeds Safety Advisory Group. The command

structure will be based on the emergency services 'Gold- Strategic, Silver- Tactical, Bronze- Operational' framework to enhance interoperability between partners. The JESIP principles for joint working will be embodied in planning between all contractors and stakeholders, to aid greater collaborative working in the event of a contingency scenario.

The Event Organiser, Event Safety Advisor and Crowd Safety Manager will work collaboratively with the premises Ground Safety Officer and Deputy throughout the safety planning process of the event, ensuring industry standards are implemented across both event and venue operations.

The Crowd Management Plan (which will form part of the overall Event Management Plan) will include details of capacities, densities and flow rates of all public areas of the premises, adopting the phased DIM-ALICED model of crowd dynamics (Design, Information, Management- Arrival, Last Mile, Ingress, Circulation, Egress, Dispersal). In addition, it will outline the security and stewarding resources required to effectively execute the plan. This resourcing will be in accordance with current national guidance and take into account recommendations of the Leeds Safety Advisory Group.

A Traffic Management Plan will be developed for the event, detailing planning pertaining to the arrival and dispersal of audience and event staff/performers. This plan shall consider how best to mitigate contact between vehicles and pedestrians throughout operations. This plan shall also consider counter terrorism measures appropriate to protect the public, the premises, and the event, following agreement with West Yorkshire Police where necessary.

Access to the site is controlled with security turnstiles which manage the flow of spectators into a series of dedicated areas. Real time crowd flows and available capacity figures are monitored for the Event Control Room. Capacity will be capped at 19,999.

Written records of all accidents and safety incidents involving members of the public will be kept in the form of an Incident Report Register. The register will be maintained on the licensed site and produced for inspection by an authorised office of the Leeds Safety Advisory Group. The license holder will retain the register for a period of 6 months following the event.

#### **d) The prevention of public nuisance**

The event organiser is aware of previous concerns raised by the local community and stakeholders, pertaining to previous events which have been held within the Stadium. As such, the event organiser will seek to engage with neighbours and local stakeholders throughout the planning phase to understand any concerns and mitigate any disruption in advance of the event so far as possible.

The event will establish a dedicated resident hotline throughout the build, live event and break period. This line will be managed by a senior member of the event team throughout the build and break and will be available to answer any concerns from neighbours regarding ongoing activity. During the live event period, this line will be managed from the Event Control Room to ensure swift action can be taken by the Event Management Team. A log will be retained of all calls for 31 days following the completion of the break period.

To ensure disruption to the local community is minimised so far as possible, the event organiser will appoint an independent noise management consultant (working to the independent event safety advisor) to develop and deliver a rigorous noise management plan to form part of the overall Event Management Plan. This plan shall work to deliver acceptable sound levels (subject to agreement with Environmental Health colleagues) to the closest neighbour during the live event phase and seek to minimise noise disruption during the build and break phase so far as possible. This plan shall demonstrate compliance with the Code of Practice on Environmental Noise Control at Concerts.

The event will be designed to minimise noise impact to local residents so far as possible. The stage will be placed on the Western Terrace with activity focussed in an easterly direction to help contain noise within the premises. Sound design will also work to retain sound within the premises so far as possible, including the use of a Noise Cancelling PA System.

As the event is primarily a play, amplified sound of live and recorded music will be non-continuous throughout the event period.

The event will take place in late afternoon/early evening (17:00-19:00 TBC) to minimise noise disruption so far as possible.

The noise management consultant will retain a noise specific log, which will be available at all times for inspection by an authorised officer from a responsible authority for 31 days following the event.

Generators and Temporary Power equipment will be sited as far away to neighbouring properties as possible. All generators and temporary power, will be at a minimum built to 'Super Silent' specification.

Stadium floodlights will be turned off after 23:00 nightly, during the build, break and live event phase. No works will take place external to the stadium between 23:00-06:00 nightly.

The event organiser will extensively communicate with staff and contractors in advance of their arrival to the premises, outlining the expectations of those working onsite, and their responsibility to be courteous and considerate to residents and stakeholders and not to cause undue or unnecessary noise.

There will be extensive communication with the audience in advance of their arrival to the premises via the event ticketing platform, and through the use of social media. This communication will provide clear instruction as to the arrival and dispersal routes to/from the event and outline the Event Organisers expectations of audience members whilst on-site, and whilst leaving site post-event..

The event organiser will work with the venue operator to design a suitable Traffic Management Plan for the event, in keeping with the existing Travel and Transport plan for the Stadium. This plan will place emphasis on the use of public transport to reach the event, and outline measures to monitor arrival, last mile and dispersal of the audience to allow for dynamic adjustment to minimise disruption to the local community.

Waste Management Planning will include proactive measures to remove litter both internal and external to the premises throughout the event, and how all external roads and exits to the premises will be returned to 'as was' post event. No external bottle bins or waste will be emptied or collected between the hours of 23:00 and 06:00 in order to minimise noise disturbance to nearby properties.

Given the anticipated audience profile of this event being predominantly families, the risk of anti-social behaviour from those attending the event is deemed as low. However the Event Organiser will work with West Yorkshire Police and the security and stewarding provider to ensure suitable security deployments are in place in the last mile zone of the premises to further reduce that risk and encourage the public to refrain from shouting, slamming doors, sounding horns and any other anti-social behaviour pre and post event.

**e) The protection of children from harm**

The event shall be marketed as a family-oriented event, with children and young people encouraged to attend, with their parent/guardian. The event will also have several children, young people and vulnerable adults as performers and participants, in which case appropriate performer licenses will be sought where required.

The event organiser will adopt a thorough safeguarding policy throughout the event, accountable to the Event Director and delivered by a dedicated welfare team. The welfare team will be experienced in working with children and vulnerable adults and suitably DBS checked. All staff and performers working as part of the event will be made aware of this safeguarding policy as part of their induction and encouraged to report safeguarding issues to the appropriate colleague.

No admittance will be permitted to the event to any person under the age of 18, unless accompanied by an adult.

**Checklist**

Please tick to indicate agreement

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable

- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable
- 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

[Applicable to all individual applicants, including those in partnership which is not a limited liability partnership, but not companies or limited liability partnerships]

- I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15)

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

**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 PURUANT 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.**

**Part 4 – Signatures** (please read guidance note 11)

**Signature of applicant or applicant’s solicitor or other duly authorised agent.** (See guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Declaration	<p>[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership]</p> <ul style="list-style-type: none"> <li>• I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15).</li> </ul>
Signature	
Date	05/09/2022
Capacity	Director of Production, Leeds Culture Trust

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent.** (please read guidance note 13). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

**Contact Name (where not previously given) and address for correspondence associated with this application** (please read guidance note 14)



Post town [REDACTED]	Post code [REDACTED]
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) [REDACTED]	

### Notes for Guidance

1. Describe 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.
2. 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:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - 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.
    - 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.
    - 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.
    - 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:

- 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.
  - 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.
  - 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.
- 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:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - 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;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - 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.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  4. For example the 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.
  5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  7. Please 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.
  8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
  9. Please 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 or the presence of gaming machines.
  10. Please list here steps you will take to promote all four licensing objectives together.
  11. The application form must be signed.
  12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.

13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.
15. **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.
- 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 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, 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.

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.