

Details of premises licence**For: Halton Moor Sports & Social Club**
Leeds
 CITY COUNCIL

This document provides details of the premises licence issued to the stated premises and is not a licence itself.

Licence number:	PREM/02839/003
Premises the licence relates to:	Halton Moor Sports & Social Club, Cartmell Drive, Halton, Leeds, LS15 0DE
Date licence first effective:	4 th May 2010
Date current version effective from:	7 th June 2017

Licensable activities authorised by the licence:

Sale by retail of alcohol	
Monday	11:00 - 00:00
Tuesday to Thursday	11:00 - 23:00
Friday & Saturday	10:00 - 00:00
Sunday	10:00 - 00:00
Performance of a play	
Every Day	10:00 - 19:00
Indoor sporting events	
Every Day	10:00 - 23:00
Boxing or wrestling entertainment	
Every Day	10:00 - 23:00
Performance of live music	
Every Day	17:00 - 23:00
Performance of recorded music	
Every Day	10:00 - 23:00
Performance of dance	
Every Day	09:00 - 19:00

Opening hours of the premises:

Monday	11:00 - 00:00
Tuesday to Thursday	11:00 - 23:00
Friday To Sunday	10:00 - 00:00

Premises licence holder(s):

Halton Moor Sports & Social Club, Cartmell Drive, Halton, Leeds, LS15 0DE

Designated premises supervisor:

Sandra Walsh

Access to the premises by children

Access to the premises by children is restricted

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 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).
5. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
 6. 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.

7. 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.

8. 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

Additional details in respect of licensable activities authorised by this licence

Performance of a play

Location of activity: Indoors

Further details: Supervised children's plays and performance.

Indoor sporting events

Further details: Darts and Boxing shows.

Boxing or wrestling entertainment

Location of activity: Indoors

Further details: Teaching, training and boxing shows.

Performance of live music

Location of activity: Indoors

Further details: Live Bands, Proposed 1 performance per month.

Performance of recorded music

Location of activity: Indoors

Further details: Jukebox.

Performance of dance

Location of activity: Indoors

Further details: Children's Dance Schemes.

Conditions consistent with the operating schedule relating to the licensing objectives

The prevention of crime and disorder

9. The Premises Licence Holder, Designated Premises Supervisor and all members of 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.

10. No alcohol shall be sold or supplied, or entertainment offered, at any time or in any part of the club premises in accordance with this Premises Licence other than to:-
- (a) a member of the club who may not:-
 - (i) be admitted to membership, or
 - (ii) be admitted, as a candidate for membership, to any of the privileges of membership without an interval of at least two days between their nomination or application for membership and their admission;
 - (b) a bona fide guest of such a member;
 - (c) associate members and their guests;
 - (d) Other persons than at (a) (b) & (c) attending bona fide functions, which have been organised with and authorised by the management committee of the club in advance;
 - (e) Members of visiting teams for recreational /sporting events taking place on the club premises or within the grounds of the club, together with officials and supporters accompanying those visiting teams.
11. On every occasion that the club is being used in accordance with paragraph (d) above, West Yorkshire Police will be notified of any such event by the club giving 14 days advance written notice.
12. On each occasion, the advance written notification shall provide the following information,
- (a) The name and full contact details of the organiser of the function booked with the club; who **may** be requested to provide a guest list at the discretion of West Yorkshire Police;
 - (b) Alternatively, the name and full contact details of the external promoter of the function booked with the club, who **may** be requested to provide a guest list at the discretion of West Yorkshire Police;
 - (c) The date and time that the function is due to start and finish;
 - (d) A short description of the nature of the function;
 - (e) State the licensable activities that will be carried on at the premises during the function
 - (f) Is the function for the whole or part of the premises?
 - (g) How many people are expected at the premises?
 - (h) Will door supervisors be employed specifically for the function?
 - (i) If so, what are the contact details for who employs the door supervisors?
 - (j) If not, how long will the management committee of the club and club staff monitor the numbers present at the function?

At the discretion of West Yorkshire Police, the 14 days advanced notification will be waived but only providing written notification is still provided to the police by the club prior to the event taking place;

13. There shall be rules of the club for the election of club members and other matters which are at the discretion of the clubs management committee.
14. A copy of such rules shall be deposited with the Licensing Authority and the Police on an annual basis and due at the start of every calendar year. In addition, notice of any alteration in any of the club rules shall be given to the Licensing Authority and the Police within 14 days of the alterations being made.
15. 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 required, by an officer of the Licensing Authority or a Police Officer.
16. A suitable CCTV system will be maintained and be operational on the premises at all times when licensed activities are being carried out.
17. Changes to the siting and standard of CCTV systems may only be made with the written consent of West Yorkshire Police.
18. CCTV security footage will be made secure and retained for a minimum period of 31 days' time to the satisfaction of WYP.

19. A Supervisor's Register will be maintained at the licensed premises, showing the names, addresses and up-to-date contact details for the DPS and all personal licence holders.
20. The 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.
21. The PLH/DPS will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti-social behaviour, admissions refusals and ejections from the premises.
22. The Incident Report Register will contain consecutively numbered pages, the date time and location of the incident, details of the nature of the incident, the names and registration numbers of any door staff involved or to whom the incident was reported, the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported, the names and numbers of any police officers attending, the police incident and/or crime number, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.
23. The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.
24. The PLH/DPS will inform West Yorkshire Police as soon as practicably of any search resulting in a seizure of drugs or offensive weapons.
25. Notices will be prominently displayed at the entrances of the premises which state:
 - a search will be conducted as a condition of entry to premises;
 - Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register.
 - 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.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
26. The PLH/DPS staff will ask for proof of age from any person appearing to be under the age of 21/25 who attempts to purchase alcohol at the premises.
27. The PLH/DPS staff will ask for acceptable evidence (as agreed by WYP / WYTSS) from any person appearing to be under the age of 21/25 who attempts to purchase alcohol at the premises.
28. 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.
29. The PLH/DPS will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.
30. Plastic or toughened polycarbonate (or similar) glasses/bottles will be used in all outdoor areas.
31. Plastic or toughened polycarbonate (or similar) glasses/bottles will be used when requested by West Yorkshire Police / British Transport Police (e.g. football match days).
32. Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be prominently displayed at the exits to the premises.

33. 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.

Public safety

34. 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.
35. 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.
36. During opening hours the cellar door must be kept locked or adequately supervised to prevent unauthorised access by the public.
37. 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.
38. Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.
39. 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.
40. One of the following protective measures shall be used for all socket-outlets which may be used for the connection for lighting, video or sound amplification equipment and display models:
- a) Each socket-outlet circuit shall be protected by a residual current device having a rated residual operating current not exceeding 30mA, or
 - b) Each individual socket-outlet shall be protected by an integral residual current device having a rated residual operating current not exceeding 30mA.
- The current operation of all residual current devices shall be checked regularly by pressing the test button. If the device does not switch off the supply, an electrical contractor should be consulted. At the same time action should be taken to prohibit the use of socket outlets associated with a faulty residual current device.
41. 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.
42. 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.
43. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.
44. A suitably trained First Aider or appointed person will be provided at all times when the premises are open.
45. An appropriately qualified medical practitioner will be present throughout any sporting entertainment.
46. Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.

47. A 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.

The prevention of public nuisance

48. Licensable activities shall be conducted and the facilities for licensed activities shall 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.
49. Noise from licensable activity at the premises shall be inaudible at the nearest noise sensitive premises after 23:00 hours and at all times if entertainment takes place on more than 30 occasions per year.
50. There shall be no external speakers.
51. Bottles will not be placed in any external receptacle after 23:00 hours to minimise noise disturbance to neighbouring properties.
52. Noise from plant or machinery shall be inaudible at the nearest noise sensitive premises during the operation of the plant or machinery. Plant and machinery shall be regularly serviced and maintained to meet the level.
53. The PLH/DPS will ensure patrons use beer gardens, external areas and play areas in a manner which does not cause disturbance to nearby residents and business in the vicinity. Patrons will not be use such areas after 23:00 for the consumption of food or alcohol.
54. The activities of persons using the external areas shall be monitored after 23:00 hours and they shall be reminded to have regard to the needs of local residents and to refrain from shouting and anti-social behaviour etc. when necessary.
55. The PLH/DPS will adopt a "cooling down" period where music volume is reduced towards the closing time of the premises.
56. The PLH/DPS shall ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter.
57. 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.
58. The designated premises supervisor and any door supervisors will monitor the activity of persons leaving the premises and remind them of public responsibilities where necessary.
59. A facility will be provided for customers to order 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

60. The PLH/DPS will provide an adequate number of suitable adult 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.
61. The venue will be suitable to accommodate safely the numbers of children intended.
62. All supervisors and crew will receive instruction on the fire procedures applicable to the venue prior to the arrival of the children.
63. The PLH/DPS will ensure that all special effects e.g. flashing lights, dry ice, smoke etc. are suitable for the children involved in the performance.

64. 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.
65. For closely seated audiences, i.e. theatres and cinemas, the ratio of supervisors will be 1 per 25 children, provided that where the children are in the charge of an adult organiser such organisers will be regarded as attendants to an extent not exceeding half of the number of attendants required by the above condition 4PF088.
66. No child will be permitted to occupy the front row of any balcony gallery or tier, unless accompanied by and in the charge of a person who appears to have attained the age of 16 years.
67. Close supervision will be held when children use balconies and other raised areas.
68. Upon egress from the premises the Licensee will deploy staff on exit doors and within the vicinity of the premises to ensure the safe dispersal of children and the premises will not close until all children have left the area.
69. The PLH/DPS will perform the necessary background checks including relevant police checks on all potential staff before offering them employment. The Licensee will report any child related concerns to the police he/she has about potential staff, existing staff and customers.
70. The PLH/DPS will ensure staff receive training to deal with unaccompanied children on the premises and prevent them from harm.
71. The PLH/DPS will comply with the written guidance for protecting children from harm issued by Leeds City Council, Department of Social Services.

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

None