

## Details of premises licence

**For: Beaver Works**



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

<b>Licence number:</b>	PREM/02803/005
<b>Premises the licence relates to:</b>	Beaver Works, 36 Whitehouse Street, Hunslet, Leeds, LS10 1AD
<b>Date licence first effective:</b>	2 December 2009
<b>Date current version effective from:</b>	19 September 2020

### Licensable activities authorised by the licence:

Sale by retail of alcohol	
Friday & Saturday	07:00 - 06:59
Sunday to Thursday	07:00 - 06:00
Provision of late night refreshment	
Friday & Saturday	23:00 - 05:00
Sunday to Thursday	23:00 - 03:00
Performance of a play	
Friday & Saturday	07:00 - 06:59
Sunday to Thursday	07:00 - 03:00
Exhibition of a film	
Friday & Saturday	07:00 - 06:59
Sunday to Thursday	07:00 - 03:00
Performance of live music	
Friday & Saturday	07:00 - 06:59
Sunday to Thursday	07:00 - 06:00
Performance of recorded music	
Friday & Saturday	07:00 - 06:59
Sunday to Thursday	07:00 - 06:00
Performance of dance	
Friday & Saturday	07:00 - 06:59
Sunday to Thursday	07:00 - 03:00

### Opening hours of the premises:

Friday & Saturday	07:00 - 06:59
Sunday to Thursday	07:00 - 06:00

Details of licence numbered : PREM/02803/005

**Premises licence holder(s):**

Mr Graham Higgins

**Designated premises supervisor:**

Mr Graham Higgins

**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 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;



## Conditions consistent with the operating schedule relating to the licensing objectives

### 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 be of a satisfactory resolution quality which will enable the identification of persons and activities, and other fine details such as vehicle registration number plates.
14. The CCTV system will contain the correct time and date stamp information.
15. The CCTV system will have sufficient storage retention capacity for a minimum of 31 days' continuous footage which will be of good quality.
16. The CCTV footage will be controlled and kept in a secure environment to prevent tampering or unauthorised viewing. A record will be kept of who has accessed the system, the reason why and when.
17. A designated member / members of staff at the premises will be authorised to access the CCTV footage and be conversant with operating the CCTV system. At the request of an authorised officer of the Licensing Authority or a Responsible Authority (under the Licensing Act 2003) any CCTV footage, as requested, will be downloaded immediately or secured to prevent any overwriting. The CCTV footage material will be supplied, on request, to an authorised officer of the Licensing Authority or a Responsible Authority.
18. The CCTV system will be adequately maintained and be capable of transporting recorded material onto a removable media.
19. In the event of any CCTV equipment failure expeditious attempts will be made to rectify any faults and these attempts shall be documented.
20. 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.
21. 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.
22. The minimum number of door supervisors for the premises is 1 per 150 customers unless the number of customers attains or exceeds 1,500 when provisions for managing larger numbers should be stated in the event risk assessment.
23. In the event of a 'high risk' as identified by West Yorkshire Police, the minimum ratio of door staff to customers shall be 1 per 100, whatever numbers are expected.
24. The premises licence holder/designated premises supervisor will ensure that a 'Daily Record Register' is maintained on the premises by the door staff.
25. The Daily Record Register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty and finished duty (verified by the individual's signature).

26. The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry.
27. The premises licence holder/designated premises supervisor 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.
28. 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.
29. The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.
30. The Incident Register will be retained on the premises for a period of twelve months from the date of the last entry.
31. A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.
32. A suitable purpose-made receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police or British Transport Police.
33. The premises licence holder/designated premises supervisor will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.
34. Plastic or toughened polycarbonate (or similar) glasses and bottles will be used in all outdoor areas. Plastic bottles and glasses should be used when requested by the Police.
35. The premises licence holder/designated premises supervisor will belong to a recognised trade body or Pub Watch Scheme where one exists, whose aim include the promotion of the licensing objectives.
36. 10 working days written notice shall be given the police licensing department or any publicly advertised events. The written notice shall contain details of the name of the event, expected numbers, rooms/areas to be used as identified on the plans and number of door staff to be deployed.
37. The premises have a current Fire Risk Assessment
38. A suitably trained first aider or appointed person will be provided at all times when the premises are open. Events over 1,000 capacity require additional first aid measure.
39. An appropriately qualified medical practitioner will be present throughout any sporting entertainment.
40. A written health and safety policy covering all aspects of the safe use of strobes, lasers smoke machines or any other special effects, will be provided and staff will be appropriately trained.
41. No under 18s permitted on the premises during the hours of operation after 22.00 hrs.
42. Any authorised officer of the responsible authorities shall have free access to the licensed site while the licence is in force. There will be a written communication policy. Persons identified in this policy including key personnel involved in security, CCTV monitoring, crowd control and fire stewarding should have access to communication devices.

43. For Events with 1,000 people or more the following shall apply - an event specific risk assessment will be submitted to the responsible authorities for all events, where more than 1000 people are expected to attend, or at the request of the authorities due to an identified risk such as artists associated with problems, promoters associated with problems or activities which are unusual at the premises such as drinks promotions. The risk assessment will be submitted to West Yorkshire Police and the Licensing Authority at least 10 days prior to any such event. For Events with 1,000 people or more the following shall apply:-
44. The event specific risk assessment shall be accompanied by an event specific, high quality detailed plan which clearly shows the following:
- a. Rooms and areas to be used - labelled using letters/numbers or names
  - b. Maximum capacity of all rooms/areas to be used
  - c. Fences/boundaries, marquees/shelters
  - d. Art installations, attractions, pyrotechnics, bonfires, aerial performers or similar
  - e. Emergency access routes, first aid points
  - f. Security and CCTV control, lost property, office.
  - g. Water points, toilets, operational bars, catering.
45. A minimum of 2 'First-Responders' with first-aid and resuscitation equipment will be present at any event over 1000 capacity.
46. A minimum of 1 female SIA badged door supervisor shall be deployed.
47. A safety officer will be appointed for any event over 1,000 and shall be responsible solely for monitoring different rooms and areas and ensuring capacity is not exceeded.
48. No possession or consumption of psychoactive substance (excluding alcohol and tobacco) shall be allowed.
49. The event specific risk assessment will cover risks and appropriate measure including:
- a. Numbers expected, type of crowd, acts performing, security and steward numbers (which shall be appropriate to the factors of risk assessment) security and stewarding policy (including chain of command) special search and first aid policies introduced for events with identified risk, unusual or dangerous activities.
  - b. Decoration and or sound/light installations brought in by external contractors or persons.
  - c. Crowd management at queues and entrance, crowd management between areas, crowd management at front of marquee stage (if applicable) and emergency access and evacuation measures.
50. The CCTV will cover the main entrances/s and exit/s and designated emergency egress routes from the premises.
51. There will be a written communication policy. Persons identified in this policy including key personnel involved in security, CCTV monitoring, crowd control and fire stewarding should have access to communication devices.
52. Security Staff/designated supervisors will be familiar with the premises policy commencing the admission, exclusion and safeguarding of customers whilst on the premises.



## **Public safety**

53. 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.
54. No strobes, lasers or smoke machines will be used at the premises unless there is a clearly displayed warning at the entrance to the premises that such equipment is in use.
55. The premises licence holder/designated premises supervisor will ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter.
56. All known on site hazards will be identified with suitable signage including warnings. Signs to be included in pre-opening check.
57. Public shall not be admitted to any area which has not been checked for safety and suitability of use including physical hazards, fire hazards emergency equipment. Records of checks to be dated and available on site for 12 months.
58. There shall be a written crowd control policy. This should cover arrival and entry, dispersal and egress, emergency evacuation and crowd management including monitoring and managing crowd numbers in different areas during events.
59. A comprehensive fire escape capacity report for all the indoor areas and venue specific fire risk assessment shall be available on site for inspection by responsible authorities.
60. There shall be a written policy for dealing with people who have become unwell, including those who appear to be affected by alcohol or drugs. This will include a designated first aid and recovery point. Staff will be appropriately trained in such procedures.
61. Maximum occupancies in all individual areas of the premises shall be closely monitored by management and security staff, who will ensure that they do not exceed those stated in the Fire Risk Assessment.

## **The prevention of public nuisance**

62. Ensure that no nuisance is caused by noise or vibration emanating from the premises.
63. Noise from the premises shall be inaudible at the nearest noise sensitive premises (i) after 23:00 hours and (ii) at any time when entertainment, as defined by paragraph 2 of schedule 1 of the Licensing Act 2003, takes place on more than 30 occasions per year.
64. The Licence Holder and their designated premises supervisor will ensure that patrons use external areas in a manner which does not cause public nuisance to nearby residents and businesses in the vicinity.
65. Clear and legible notices shall be displayed at exits and other circulatory areas requesting patrons to leave the premises having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti-social behaviour. The activity of persons leaving the premises shall be monitored and they shall be reminded to leave quietly where necessary.
66. A facility shall be provided for customers to order taxis/private hire vehicles. Telephone numbers for taxi/private hire firms shall be displayed in a prominent location. Where possible there should be liaison with a taxi/private hire firm to ensure a ready supply of transport and thereby reduce disturbance. To prevent disturbance a waiting area within the premises shall be available.

67. 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.
68. Noise from a licensable activity at the premises will not be audible at the nearest noise sensitive premises which are to the South East at Grange Road and Grange Close.
69. There shall be no external loudspeakers between 23:00 and 09:00 the following day.

**Protection of children from harm**

70. The premises licence holder/designated premises supervisor will ask for proof of age from any person appearing to be under the age 21 who attempts to purchase alcohol.

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

None