APPENDIX A





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.

I/We Versa (Kidd House Studios) Limited 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

Pos	al address of premises or, if none, ordnance s	urvey map refere	nce or description
Cafe	e/Bar, Ground Floor, Kidd House, Versa Studio	s, Whitehall Roa	d, Leeds, LS12 1AP
Tele	phone number of premises (if any)		
Non	-domestic rateable value of premises	£44750	
Part	2 – Applicant Details		
Plea	se state whether you are applying for a premis	ses licence as:	
		Please tick	as appropriate
a)	an individual or individuals*		please complete section (A)
b)	a person other than an individual*	Х	
	i. as a limited company/limited liability par	tnership	please complete section (B)
	ii. as a partnership (other than limited liabil	lity)	please complete section (B)
	iii. as an unincorporated association or		please complete section (B)
	iv. other (for example a statutory corporation	on)	please complete section (B)
c)	a recognised club		please complete section (B)
d)	a charity		please complete section (B)

e)	the proprietor of an edu	cational establishment	please complete section (B)	
f)	a health service body		please complete section (B)	
g)		red under Part 2 of the Care 4) in respect of an independent	• please complete section (B)	
ga)	of the Health and Social	red under Chapter 2 of Part 1 I Care Act 2008 (within the an independent hospital in	please complete section (B)	
h)	the chief officer of police and Wales	e of a police force in England	please complete section (B)	
*lf y belo		rson described in (a) or (b) ple	ease confirm (by ticking yes to one bo	(
	l am carrying on or propo premises for licensable ad	sing to carry on a business whic ctivities; or	h involves the use of the X	
•	l am making the application	on pursuant to a		
(o statutory function or			
(o a function discharged	by virtue of HIS Majesty's prero	gative	
	INDIVIDUAL APPLICAN	IIS (fill in as applicable)		
	INDIVIDUAL APPLICAN	ITS (fill in as applicable)		
		ITS (fill in as applicable)		
Full	Name	ITS (fill in as applicable)	Please tick yes	
Full		ITS (fill in as applicable)	Please tick yes	;
Full	Name	ITS (fill in as applicable)	- -	;
Full Date Natio	Name e of Birth onality ent postal ress if different premises	ITS (fill in as applicable)	- -	
Full Date Natio	Name e of Birth onality ent postal ress if different premises	Postcode	- -	
Full Date Natio	of Birth	Postcode	- -	

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

SECOND INDIVIDUAL APPLICANT (if applicable)

Full Name					
				PI	ease tick yes
Date of Birth			I am 18 yea	ars old or over	0
Nationality					
Current postal address if different from premises address					
Post Town		Postcode			
Daytime contact telepho	one number				
Email address (optional)				
Where applicable (if der service), the 'share code 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
Versa (Kidd House Studios) Limited
Address
c/o Allied London, Suit 1, Bonded Warehouse, 18 Lower Byrom Street, Manchester, M3 4AP
Registered number (where applicable)
12355670
Description of applicant (for example, partnership, company, unincorporated association etc.)
Private Limited Company
Telephone number (if any)
E-mail address (optional)
Part 3 Operating Schedule

When do you want the premises licence to start?

16/01/2024 00:00:00

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

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

Cafe/bar to be located at ground floor level, Kidd House.

If 5,000 or more people are expected to attend the premises

at any one time, please state the number expected to attend

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

А						
	Plays Standard days and timings		Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note	Indoors		
	(please read guidance note 7)		3)	Outdoors		
Day	Day Start Finish			Both		
Mon			Please give further details here (please read guidance note	Please give further details here (please read guidance note 4)		
Tue			_			
Wed			State any seasonal variations for performing play (please	e read guidance note 5)		
Thur						
Fri			Non standard timings. Where you intend to use the pren plays at different times to those listed in the column on t read guidance note 6)			
Sat						
Sun			-			

В

Films Standard days and timings (please read guidance note 7)			Will the exhibition of a films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors Outdoors		
Day	Start	Finish	1	Both		
Mon			Please give further details here (please read guidance note	e 4)		
Tue			-			
Wed			State any seasonal variations for the exhibition of films (please read guidance note 5)			
Thur						
Fri			Non standard timings. Where you intend to use the pren films at different times to those listed in the column on the read guidance note 6)			
Sat						
Sun			-			

С

Indoor sporting eventsStandard days and timings (please read guidance note 7)DayStartFinish		Please give further details (please read guidance note 4)
Start	Finish	
		State any seasonal variations for indoor sporting events (please read guidance n
		-
		Non standard timings. Where you intend to use the premises for indoor sportin events at different times to those listed in the column on the left, please list. (ple
		_ read guidance note 6)
1	rd days and read guida	rd days and timings read guidance note 7)

D

enter Standa	Boxing or wrestling entertainment 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 Outdoors
Day	Start	Finish		Both
Mon			Please give further details here (please read guidance no	te 4)
Tue			-	
Wed			State any seasonal variations for the boxing or wrestling guidance note 5)	g entertainment (please read
Thur			_	
Fri			Non standard timings. Where you intend to use the pre entertainment at different times to those listed in the co (please read guidance note 6)	
Sat				
Sun			-	

Live music Standard days and timings		l timings	Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance	Indoors	X
(please read guidance note 7)			note 3)	Outdoors	
Day	Start	Finish	1	Both	
Mon	09:00	01:00	Please give further details here (please read guidance not	te 4)	
Tue	09:00	01:00	-		
Wed	09:00	01:00	State any seasonal variations for the performance of live note 5)	e music (please read	guidance
Thur	09:00	01:00	-		
Fri	09:00	02:00	Non standard timings. Where you intend to use the pre- live music at different times to those listed in the column		
Sat	09:00	02:00	(Please read guidance note 6) From the start time on New Year's Eve to the terminal hour f	or New Year's Day.	
Sun	09:00	01:00	On the day that British Summer Time commences, one addi	tional hour to disapply	its effect.

F

Standa	Recorded music Standard days and timings (please read guidance note 7)		Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors Outdoors	X
Day	Start	Finish	-	Both	
Mon	09:00	01:00	Please give further details here (please read guidance not	te 4)	
Tue	09:00	01:00	-		
Wed	09:00	01:00	State any seasonal variations for the playing of recorder note 5)	d music (please read	d guidance
Thur	09:00	01:00			
Fri	09:00	02:00	Non standard timings. Where you intend to use the pre- recorded music at different times to those listed in the c (please read guidance note 6)		
Sat	09:00	02:00	 (please read guidance note 6) From the start time on New Year's Eve to the terminal hour for New Year's Day. On the day that British Summer Time commences, one additional hour to disapply its eff 		
Sun	09:00	01:00			ly its effect.

9

G Performance of dance Standard days and timings (please read guidance note 7) Will the performance of dance take place indoors or Indoors outdoors or both – please tick (please read guidance note 3) Outdoors Day Start Finish Both Mon Please give further details here (please read guidance note 4) Tue Wed State any seasonal variations for the performance of dance (please read guidance note 5) Thur 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 Fri read guidance note 6) Sat Sun

Н

desci falling	Anything of a similar description to that falling within (e), (f) or		Please give a description of the type of entertainment ye	ou will be providing		
(g) Standard days and timings (please read guidance note 7)			Will the entertainment take place indoors or outdoors Indoors			
		nce note 7)	or both – please tick (please read guidance note 3)	Outdoors		
Day Start Finish		Finish	7	Both		
Mon			Please give further details here (please read guidance no	te 4)		
Tue			-			
Wed			State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)			
Thur			-			
Fri			Non standard timings. Where you intend to use the pre of a similar description to that falling within e), f) or g) a listed in the column on the left, please list. (please read of	t different times to those		
Sat						
Sun			-			

Late night refreshment			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read	Indoors	
Standard days and timings (please read guidance note 7)			guidance note 3)	Outdoors	
Day	Start	Finish		Both	X
Mon	23:00	01:30	Please give further details here (please read guidance not	te 4)	
Tue	23:00	01:30	-		
Wed	23:00	01:30	State any seasonal variations for the provision of late ni guidance note 5)	ght refreshment (p	blease read
Thur	23:00	01:30			
Fri	23:00	02:30	Non standard timings. Where you intend to use the pre- night refreshment at different times to those listed in the list. (please read guidance note 6)		
Sat	23:00	02:30	From the start time on New Year's Eve to the terminal hour t	or New Year's Day.	
Sun	23:00	01:30	On the day that British Summer Time commences, one addi	tional hour to disap	ply its effect.

J

Supply of alcohol 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 Off the premises	
Day	Start	Finish	Both	Both	X
Mon	09:00	01:00	State any seasonal variations for the supply of alcohol (p	lease read guidance r	note 5)
Tue	09:00	01:00	-		
Wed	09:00	01:00	-		
Thur	09:00	01:00	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		
Fri	09:00	02:00	read guidance note 6) From the start time on New Year's Eve to the terminal hour for New Year's Day. On the day that British Summer Time commences, one additional hour to disapply its e		
Sat	09:00	02:00		ts effect.	
Sun	09:00	01:00			

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

Alexander Webb-Ingall

Address

Personal licence number (if known)

Issuing licensing authority (if known)

Κ

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)

L

to the purchase to the purchas	ublic I timings	State any seasonal variations (please read guidance note 5)
Start	Finish	
09:00	01:30	
09:00	01:30	
09:00	01:30	
09:00	01:30	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. (please read guidance note 6)
09:00	02:30	From the start time on New Year's Eve to the terminal hour for New Year's Day. On the day that British Summer Time commences, one additional hour to disapply its effect.
09:00	02:30	
09:00	01:30	
	to the purd days and read guida Start 09:00 09:00 09:00 09:00 09:00 09:00 09:00 09:00 09:00 09:00 09:00	09:00 01:30 09:00 01:30 09:00 01:30 09:00 01:30 09:00 01:30 09:00 01:30 09:00 01:30 09:00 01:30 09:00 02:30 09:00 02:30

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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)

Please see attached operating schedule.

b) The prevention of crime and disorder

Please see attached operating schedule.

c) Public safety

Please see attached operating schedule.

d) The prevention of public nuisance

Please see attached operating schedule.

e) The protection of children from harm

Please see attached operating schedule.

Checklist

- 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

Please tick to indicate agreement

Х

Х

- 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	 [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] 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). 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).
Signature	
Date	
Capacity	

For joint applications signature of 2nd applicant or 2nd 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)

Kuits Solicitors

Kuit Steinart Levy LLP, 3 St Mary's Parsonage, Manchester, M3 2RD

Post town	Post code
Telephone number (if any)	

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)

Notes for Guidance

- 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 offsupplies, 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:

- by providing with this application copies or scanned copies of the documents which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 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).

Home Office online right to work checking service

As an alternative to providing a copy of original documents, sted 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 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, 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 shared digitally. 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 chare code from the service should submit copy documents as set out above.

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. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.