

Premises Licence

Part A Schedule 12 Licensing Act 2003

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description

NYK Leeds, Ground Floor, 106 Burley Road, Burley, Leeds, LS3 1JP

Licensable activities authorised by this licence

Provision of late night refreshment,

Times the licence authorises the carrying out of licensable activities*Provision of late night refreshment*

Friday & Saturday	23:00 - 01:00
Sunday to Thursday	23:00 - 00:00

Location of activity: Indoors

Opening hours of the premises

Friday & Saturday	11:00 - 01:00
Sunday to Thursday	11:00 - 00:00

Part 2**Name, (registered) address, telephone number and email (where relevant) of holder of premises licence**NYK Leeds Limited
Unit 53 Listerhills Science Park
Bradford
West Yorkshire
BD7 1HR

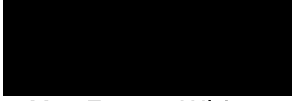
Current Email Address:

Phone:

Registered number of holder, for example company number, charity number (where applicable)

Registered business number: 15287600

Licence issued under the authority of Leeds City Council



Mrs Emma White
Licensing Officer
Entertainment Licensing
Elections & Regulatory Services

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

Annex 2 – Conditions consistent with the operating schedule

General – All four licensing objectives

2. All staff will be made aware of the licensing agreements terms along with the health and safety requirements for business operation.
3. All staff will be trained in the proper use of equipment and prompt clean-up of rubbish, spillage etc left behind from patrons. This is in the interest of upholding standards, prevention of accidents and keeping up appearances from a business aspect for the premises.

The prevention of crime and disorder

4. A suitable closed circuit Television (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 (save for toilets), including the immediate external areas of the premises. The CCTV system will be capable of retaining images for a minimum of 31 days, will be of good quality 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. At least one member of staff will be on duty at the premises at all times who is capable of operating the system and downloading images recorded by it. These images will be downloaded and provided, on request, to an officer of a responsible authority.
5. The CCTV shall be checked weekly to ensure it is working correctly and a log maintained of those checks. This log will be kept on the premises for a 12 month period and produced for inspection when requested to do so by an authorised officer.
6. A register shall be maintained on the premises to record all incidents and accidents. Records should include matters such as anti-social behaviour, admission refusals, ejections, seizure of prohibited items, casualties/unwell customers, welfare and safeguarding matters, accidents, and safety incidents. The records shall include the date, time, and location of the incident; nature of the incident; personal details and contact information for all people involved including any witnesses, SIA and Personal Licence numbers, any crime number and details of police officers attending. A note of the action taken, and where relevant a note of the actions to prevent any reoccurrence should also be included. The records shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the licence holder for a period of 12 months after the last entry. Incident and accident records shall be kept in a bound register with consecutively numbered pages.
7. No unaccompanied children are allowed on the premises after 2100 hrs. Notices are to be displayed to this effect.
8. Regular checks are to be made of the outside area during the hours of darkness to discourage groups gathering and loitering outside the premises.
9. During opening hours. the premises will be well illuminated to the satisfaction of West Yorkshire Police and kept free from graffiti.

10. Seating for 20 people shall be maintained within the premises.

Public Safety

11. Annual gas and electric safety tests will be conducted along with PAT testing of appliances and sockets.
12. Health and safety, risk assessments, employees and public liability insurances will be in place along with sufficient internal and external lighting.
13. Emergency lighting will clearly be displayed along with fire exists.
14. First aid kit(s) will be available within the premises for emergencies.

The prevention of public nuisance

15. Recorded music to have a terminal hour of 23:00 hours Monday to Sunday and all bank holidays.
16. Bottles will not be placed in any external receptacle between 23:00 and 07:00 the following day to minimise noise disturbance to neighbouring properties.
17. Doors and windows will be kept shut during operational hours with no 'door stops' within the fire exists to prevent members of the public from entering through the rear entrance into the property.
18. Signage will be displayed to leave the premises quietly and operation times for the benefit of patrons.

Protection of children from harm

19. Service will be restricted to persons over the age of 16 and access to the kitchen and services area will be restricted.

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

The prevention of public nuisance

20. The licence holder shall provide litter patrols at intervals of 30 minutes during the operational hours. This will be within the immediate vicinity of the premises with employees in uniform.
21. Only background music will be played on the premises.

Annex 4 – Plans

The plans for these premises are as those submitted with the application. A copy of which is held by Leeds City Council licensing authority.

Plan submitted with this application on: 17 June 2024

Plan drawing reference: LP-01A shows an area of licensable activity that covers the publicly accessible areas of the premises only.