

Licensing Act 2003

Box M - Operating Schedule - Suggested Measures



Please complete the details below:

Business name and address:

Golden Swan Ltd
393 Dewsbury Road
Leeds
LS11 5LR

Guidance about this document

This document has been designed to assist you as you prepare your operating schedule for a Premises Licence application and to show how you intend to promote the four licensing objectives.

Whilst the Licensing Authority does not insist that you use this document, it has measures that the responsible authorities may be looking for as a minimum and may avoid representations and the need for a hearing.

If you do not use this document, then you will need to show how you will meet the licensing objectives by supplying other supporting evidence in the operating schedule at Box M of the premises licence application form.

The Licensing Authority strongly recommends that you consult with the responsible authorities early in the application process to ensure that the measures you are suggesting are appropriate and sufficient for your application. Contact details for the responsible authorities are in the guidance note in the application pack. Please contact Entertainment Licensing if you cannot find this information.

How to use this document

This document has been developed with all types of business in mind, so you might find some of the control measures are not practical and proportionate to your business model.

This document has four sections which correspond with the four licensing objectives. In each section you will find information on potential control measures which we suggest may help you meet the four licensing objectives.

If you are happy to volunteer the control measures as part of your application place a tick in the relevant box/es in the right-hand column. You can refer to this document under all four headings at Box M of the premises licence application form. If you make a mistake you can click on the box to untick it.

Should you wish to offer more or alternative measures then these may be included under the relevant headings at Box M of the premises licence application form.

All measures offered, both in this document and/or in the operating schedule (Box M of the application form) will become conditions on your licence which you shall be legally obliged to comply with.

General - All Four Licensing Objectives

Suggested measures	Code	<input checked="" type="checkbox"/>
A duly authorised officer of the City Council, a Police Officer or a duly authorised officer of the Fire & Civil Defence authority shall, at all times, have the right of access to the premises for the purpose of ensuring compliance with the conditions of the licence.	9PF001	<input checked="" type="checkbox"/>
Responsibility for the safety and welfare of customers shall, at all times, rest with the Licence Holder/Designated Premises Supervisor.	9PF002	<input checked="" type="checkbox"/>

Designated Premises Supervisor (designated premises supervisor)

If you plan to sell alcohol you will need to nominate someone to be the Designated Premises Supervisor (designated premises supervisor) who must be the holder of a personal licence. This is normally the person who will be given day to day responsibility for running the premises. The designated premises supervisor need not be on the premises, at all times but is responsible for the promotion of the licensing objectives and the terms of the premises licence.

Every alcohol sale must be made or authorised by the designated premises supervisor or a personal licence holder. The designated premises supervisor/personal licence holder does not need to be present on the premises or oversee each sale; it is sufficient that such sales are authorised. The test shall be whether staff know it is who has authorised them to sell alcohol.

To show due diligence you may wish to employ additional personal licence holders and keep a register to include details of the designated premises supervisor and of any additional personal licence holders responsible for authorising alcohol sales.

Note: Applicants for a Club Premises Certificate do not require a designated premises supervisor, and community premises may apply to be exempt from this requirement.

Suggested measures	Code	<input checked="" type="checkbox"/>
A register shall be maintained at the licensed premises showing the name, licence number and contact details including telephone number, for the designated premises supervisor and personal licence holders responsible for authorising alcohol sales. This register shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the Premises Licence holder or nominated person for a period of 12 months from the date of the last entry.	9PF003	<input checked="" type="checkbox"/>

Incident and Accident Register

Suggested measures	Code	<input checked="" type="checkbox"/>
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	9PF004	<input checked="" type="checkbox"/>

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.	9PF005	<input type="checkbox"/>

Or

Incident and accident records shall be kept on a secure digital system. This information will be processed, stored, and handled in compliance with The General Data Protection Regulation.	9PF006	<input checked="" type="checkbox"/>
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Counter Terrorism

<p>Businesses and organisations may be required to comply with Protect Duty/Martyn’s Law once this is enacted but in any event licence holders are asked to be security-minded and have systems in place for dealing with suspicious items, activities and have a plan should they ever need to respond to an attack.</p> <p>It would be good practice for all businesses and organisations in a locality to be familiar with one another and agree communication channels.</p> <p>Those who are SIA accredited will have received training, but they shall still require induction training on the safety procedures specific to your premises.</p> <p>ProtectUK is a central, consolidated hub for trusted guidance, advice, learning and engagement with experts in security and Counter Terrorism. It will serve as the ‘go to’ resource for free, 24/7 access to the latest information on protective security and will be regularly updated with new engaging content and increased functionality. Please see:</p> <ul style="list-style-type: none"> • ProtectUK: https://www.protectuk.police.uk (includes link to ACT Awareness e-learning) • CPNI (Centre for the Protection of National Infrastructure) https://www.cpni.gov.uk • SCaN (See, Check and Notify) e-learning covering hostile reconnaissance, vigilance, the power of hello, and reporting suspicious activity: https://scan.highfieldelearning.com
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Suggested measures	Code	<input checked="" type="checkbox"/>
The premises licence holder/designated premises supervisor shall have systems in place for dealing with and reporting any suspicious items, activity, or unusual behaviour, including attack response procedures. All employees, volunteers, contractors and security staff shall have a clear understanding of such systems and procedures.	9PF007	<input checked="" type="checkbox"/>

The Prevention of Crime and Disorder

Age Verification

If you plan to sell alcohol you must adopt a proof of age scheme. This can be Challenge 21 or Challenge 25. You should train staff on the steps needed to prevent under-age sales of alcohol, prevent proxy sales (i.e. the purchase of alcohol on behalf of children), and sales to those who are intoxicated. Those who have attained a personal licence or who are SIA (Security Industry Authority) accredited will have received such training to a certain extent but will still require training on the procedures specific to your event.

The Home Office has published guidance on acceptable forms of ID and understanding how to identify and deal with false ID: [False ID guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk).

It is important to note that only certain categories of person (e.g. a police constable) have legal powers to seize false ID. However, any member of staff presented with false ID may ask for it to be handed over.

It is recommended that a register is maintained for the recording of alcohol sale refusals and ID that comes into your possession.

Expired ID is not necessarily false ID. For security reasons people may opt to use expired ID rather than risk losing current documents.

Suggested measures	Code	<input checked="" type="checkbox"/>
A 'Check 21' scheme shall be used to prevent the sale of alcohol to people under 18 years of age.	9PF008	<input type="checkbox"/>

Or

A 'Check 25' scheme shall be used to prevent the sale of alcohol to people under 18 years of age.	9PF009	<input checked="" type="checkbox"/>
All staff deployed in the serving of alcohol and for managing admission to age restricted premises shall be trained on the correct procedures for age verification, the prevention of proxy sales, the prevention of sales to those who appear intoxicated and for dealing with false and any surrendered identification documents.	9PF010	<input checked="" type="checkbox"/>
There shall be a register for the recording of all alcohol sale refusals, including attempted under-age sales, proxy sales and refusals to those who appear intoxicated. Details to be recorded shall include the date, time, name if known, physical description of the person, the reasons, and staff involved and whether CCTV of the incident is available. Any identification document coming into the possession of a member of staff including security staff shall be recorded in the register, including the name of the person/name on the identification document. The register shall be available for immediate inspection by any authorised officer of the responsible authorities and shall be securely retained by the licence holder for a for a period of 12 months from the date of the last entry. The licence holder shall provide secure storage for identification documents and a system for safe disposal, which may include returning to the originating organisation, e.g. DVLA/HM passport office.	9PF011	<input checked="" type="checkbox"/>

CCTV

Closed circuit television (CCTV) is a valuable tool for combating crime and disorder. Not only is it a useful source for the investigation of crime, but it also serves as a deterrent.

It is recommended that you consult with the Police in the first instance and enquire whether they consider CCTV is required for your style of business and take advice on camera locations. The retention policy for CCTV images is generally 31 days.

CCTV will require a registered 'data controller' a person who (either alone or jointly or in common with other people) determines the purposes for which, and the way in which any personal data are to be processed, including the operation of CCTV on business premises.

Further information can be found at: [Data protection and your business: Using CCTV - GOV.UK \(www.gov.uk\)](https://www.gov.uk/data-protection-your-business/using-cctv) <https://www.gov.uk/data-protection-your-business/using-cctv> and Information Commissioner's Office (ICO) link to registration webpage for Data Controllers: [Register | ICO](#)

Suggested measures	Code	<input checked="" type="checkbox"/>
<p>A suitable closed-circuit television (CCTV) system shall be in operation whilst members of the public are in attendance. The CCTV system shall record images to cover all areas of the licensed site to which the public have access (save for toilets/showers/changing areas). The CCTV system shall record images to cover external areas used by customers. At least one member of staff shall be on duty at the premises who can operate the system and download recorded images. These images will be downloaded and provided immediately, or where this is not possible as soon as practicable, on request to an officer of a Responsible Authority. The CCTV system shall 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.</p>	9PF012	<input checked="" type="checkbox"/>

Security Staff

Depending on your business, you may want to consider using security staff. This is particularly relevant to premises operating within the night-time economy. You may risk assess your business to determine the peak times and numbers of security staff and specify a minimum number that will be on duty whilst your premises are providing licensable activities. The police will be able to provide helpful advice in this respect.

You will need to ensure that professional security is appropriately registered with the Security Industry Authority (SIA) and only assigned to the roles for which they are accredited. Accredited security staff must always wear and display their official SIA identification badges.

All security staff should receive induction training on their roles and responsibilities, the policies and procedures unique to your premises including the processes for dealing with young and vulnerable people, casualties, incidents, reporting, counter terrorism and emergency response procedures. They should have a good knowledge of the premises for purpose of assisting the public including the location of medical, welfare, lost property, sanitation, drinking water facilities and emergency egress routes.

If you do employ security staff it is recommended that you have a register to record the people on duty, their SIA registration details and the times that they started and finished duty, countersigned by the individual.

Suggested measures	Code	<input checked="" type="checkbox"/>
The premises licence holder shall provide accredited security staff on the occasions and to the numbers as identified through a risk assessment.	9PF013	<input checked="" type="checkbox"/>
Accredited security staff shall be provided on each occasion that the premises are operating under the terms of the Premises Licence. The numbers, days and times during which security staff are present will be identified through a risk assessment carried out by the premises licence holder.	9PF014	<input checked="" type="checkbox"/>

Or/and

The minimum number of accredited security staff on duty shall be: _____	9PF015	<input type="checkbox"/>
The days & times during which security staff shall be present as a minimum are:	9PF016	<input type="checkbox"/>
Security staff shall be provided with induction training so that they have a full understanding of their roles and responsibilities and are fully conversant with the policies and procedures unique to the premises, including safeguarding and welfare arrangements, communication methods and emergency response procedures.	9PF017	<input type="checkbox"/>
A security register shall be maintained at the premises for the recording of all security staff on duty on each occasion. The register shall include for each individual: full legible name; SIA registration number; the date and times they commenced and finished duty; and verification by the individual in the form of their signature. This register shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the premises licence holder or nominated person for a period of 12 months from the date of the last entry.	9PF018	<input type="checkbox"/>

Search and Admissions

<p>Depending on the style of your business and audience demographic, you may want to have a policy to prevent illegal substances, weapons, glass, and other prohibited items from being taken onto your premises, and for anyone displaying signs of violence, aggression or under the influence of alcohol or drugs from being prevented access.</p> <p>Only staff who are in possession of the relevant accreditation from the Security Industry Authority (SIA) may conduct physical searches.</p>

Suggested measures	Code	<input checked="" type="checkbox"/>
A search policy shall be in operation and shall be a condition of entry to the premises.	9PF019	<input type="checkbox"/>
Notices shall be prominently displayed at entrances of the premises setting out the search and admissions policy.	9PF020	<input type="checkbox"/>
All staff deployed for conducting searches shall receive training on the search policy, the procedures for reporting and recording incidents and the safe retention of prohibited items.	9PF021	<input type="checkbox"/>

A suitable purpose-made receptacle for the safe retention of illegal substances shall be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police or British Transport Police (as appropriate).	9PF022	<input checked="" type="checkbox"/>
The premises licence holder/designated premises supervisor shall inform West Yorkshire Police immediately of any search resulting in a seizure of drugs where the supply of drugs is suspected. Personal use seizures should be placed immediately in the drug safe and recorded in the incident register.	9PF023	<input checked="" type="checkbox"/>
The premises licence holder/designated premises supervisor will inform West Yorkshire Police immediately where a search results in the seizure of an offensive weapon.	9PF024	<input checked="" type="checkbox"/>
Glass and other sharp objects shall be stored and disposed of safely using suitably secured receptacles.	9PF025	<input checked="" type="checkbox"/>

Responsible Alcohol Sales

Suggested measures	Code	<input checked="" type="checkbox"/>
Patrons are not permitted to remove drinks in open bottles/glasses or other open vessel from the licensed premises.	9PF026	<input checked="" type="checkbox"/>
Patrons are not permitted to remove drinks in open bottles/glasses or other open vessel from the licensed premises save for external areas designated as a beer garden or similar.	9PF027	<input checked="" type="checkbox"/>

Public Space Protection Order

If your premises are in an area subject to a Public Spaces Protection Order (PSPO) which prohibits alcohol consumption in designated areas/streets, it is best practice for notices to be displayed advising customers of the Order and have security personnel positioned at exit points to prevent alcohol in open containers from being taken from the licensed area.

Suggested measures	Code	<input checked="" type="checkbox"/>
Notices indicating the existence and effect of a Public Spaces Protection Order (PSPO) shall be prominently displayed at the exits to the licensed premises site, including any external drinking area, which can be clearly seen by people leaving.	9PF028	<input checked="" type="checkbox"/>

Food Led Premises

If your premises are predominantly a restaurant style operation you may wish to agree to certain measures, such as the number of covers and/or that alcohol will be ancillary to table meals. This could avoid the responsible authorities seeking certain measures that would normally be required of an alcohol led premises.

Suggested measures	Code	<input checked="" type="checkbox"/>
The premises shall be and remain predominantly food led.	9PF029	<input type="checkbox"/>

An agreed number of covers shall be always maintained when the premises are operating. The minimum number of covers shall be _____.	9PF030	<input type="checkbox"/>
The sale/supply of alcohol shall only be made to accompany the sale of food. This does not preclude the sale/supply of alcohol to a person waiting to be seated in the restaurant or at the conclusion of the meal.	9PF031	<input type="checkbox"/>
Table service shall be in operation at all times.	9PF032	<input type="checkbox"/>

Off-Sales (convenience stores and similar)

If your business is a convenience store or similar and cater for alcohol off-sales, it is recommended that you take note of the Council's Statement of Licensing Policy and Cumulative Impact Assessment which identifies certain areas within the Leeds district that it is felt are unable to support any further applications due to ante-social behaviour and street drinking.

There are other areas of Leeds not referenced in the Cumulative Impact Assessment which are borderline, and consequently responsible authorities may seek additional measures to prevent any further impact on the area and undermining of the licensing objectives. You may wish to contact your local police, community team or licensing for more information. There could be measures that you can offer to help address certain local concerns.

Suggested measures	Code	<input checked="" type="checkbox"/>
All areas of the premises to be used for the display of alcohol are marked on the plan. The areas for the display of alcohol shall not change without the consent of the licensing authority by way of a minor variation application to the licence.	9PF033	<input type="checkbox"/>
The display of alcohol shall be in a designated area of the premises which is capable of being supervised from the counter area.	9PF034	<input type="checkbox"/>
The display of spirits shall be in an area accessible only by staff.	9PF035	<input type="checkbox"/>
There shall be no sale of beer, cider, lager and perry of 7.5% alcohol by volume or above.	9PF036	<input type="checkbox"/>
The display of high-strength beers, ciders, perrys and lagers of 7.5% alcohol by volume and above shall be in an area accessible only by staff.	9PF037	<input type="checkbox"/>
There shall be no sale of beer, cider, lager and perry of 7.5% alcohol by volume and above in containers holding a capacity of 1 or more litres.	9PF038	<input type="checkbox"/>
Alcohol shall not be displayed next to the public entrance/exit of the premises.	9PF039	<input type="checkbox"/>
The name of the premises shall not contain reference to alcohol.	9PF040	<input type="checkbox"/>
There shall be no advertisement of alcohol external to the premises including window displays.	9PF041	<input type="checkbox"/>
Customers shall be discouraged from drinking alcohol outside the premises.	9PF042	<input type="checkbox"/>

Alcohol Delivery Services

If you are to operate mobile, remote, internet and other alcohol delivery sales this may only be carried out from licensed premises and alcohol may not be sold from a vehicle or moveable structure whilst travelling house to house.

It is the place where the alcohol is appropriated to the contract, i.e. the place where the alcohol is stored and set apart for delivery that needs to be licensed (i.e. the shop or storage base), and not necessarily the place where the order for alcohol, or payment for it, takes place.

Alcohol delivery services are subject to all requirements of the Licensing Act, mandatory conditions and statutory guidance, and shall need stringent measures to ensure that alcohol is not being supplied to people under 18 years of age, or to those who are intoxicated. If you are using couriers, then you remain responsible for ensuring they comply with the terms of your licence.

Suggested measures	Code	<input checked="" type="checkbox"/>
There will be no access to the licensed premises by members of the public at any time whilst the premises licence has effect, except for those who use the premises for their business, employment, or residence.	9PF043	<input type="checkbox"/>
The premises licence holder/designated premises supervisor shall adopt a 'Challenge 25' age verification policy that shall be applied at the point of order, sale and on delivery.	9PF044	<input type="checkbox"/>
All people involved in the delivery of alcohol, be this the premises licence holder/designated premises supervisor, employees or third party courier, shall at the point of delivery be satisfied that the person to whom the alcohol is being delivered is 18 years and over. If at any point of the process acceptable photographic age verification documents cannot be produced, the delivery shall be refused, and alcohol returned to the licensed premises.	9PF045	<input type="checkbox"/>
Deliveries shall only be made to the address indicated on the order.	9PF046	<input type="checkbox"/>
Deliveries shall only to be made to bona fide business/commercial addresses or private residences and not to any public/open spaces (e.g. car parks, street corners, bus stops, public parks).	9PF047	<input type="checkbox"/>
Deliveries shall be refused to any person who is, or who appears to be under the influence of alcohol or drugs and the alcohol shall be returned to the licensed premises.	9PF048	<input type="checkbox"/>
The licence holder/designated premises supervisor shall ensure that only the alcohol items specified on orders processed for despatch are loaded onto delivery vehicles, and no surplus stock shall be carried on vehicles.	9PF049	<input type="checkbox"/>
With regards to all third-party couriers used to provide the delivery of alcohol, the premises licence holder/designated premises supervisor shall have a contractual arrangement with each third party to be satisfied that the promotion of the licensing objectives and terms of the premises licence are complied with at all times, with particular attention to the point of delivery.	9PF050	<input type="checkbox"/>
Hackney Carriages or Private Hire vehicles shall not be used for deliveries under any circumstances.	9PF051	<input type="checkbox"/>

<p>The premises licence holder/designated premises supervisor shall keep records of or have access to all alcohol orders. Records shall include for each order: the full name and address of who made the order; age verification at point of order; any refusals made at the point of order; the items ordered; the date and time of the despatch; details of the delivery provider/driver; the date and time of delivery; the full postal delivery address; the name and date of birth of the person receiving the order; detail of identification/proof of age documents received; details of any refusals at the point of delivery including reasons. Records shall be retained at the licensed premises for a period of 12 months and be produced on request for inspection by a police officer or an authorised person of the licensing authority.</p>	9PF052	<input checked="" type="checkbox"/>
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Communication & Engagement

<p>You may find that there is a radio communication system (radio/text/pager system) operating in the area of your premises. This is useful for sharing information between premises and the police, such as antisocial behaviour, ejections, suspected thefts, drugs and welfare concerns. The system should be recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police.</p> <p>You might consider joining a recognised licensee association such as PubWatch if there is one operating in the area, or to establish one yourself. This type of organisation may run a banning scheme, where people who have exhibited antisocial behaviour are banned from all licensed premises in an area. Your cooperation in these types of schemes can stop your premises from becoming a target of antisocial behaviour.</p> <p>Depending on where your premises is located, your capacity and closing time, you may find a dispersal plan useful to reduce the risk of anti-social behaviour and nuisance by customers leaving your premises.</p>
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Suggested measures	Code	<input checked="" type="checkbox"/>
<p>The premises licence holder/designated premises supervisor will belong to a recognised trade body or Pubwatch Scheme where one exists, whose aims include the promotion of the licensing objectives.</p>	9PF053	<input type="checkbox"/>
<p>There shall be a communication link in operation at the premises via radio to the police and other venues in the city centre. This shall be a system recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police. The communication link will be operated to current guidance and all instructions on use agreed. All reasonable police instructions provided via the link shall be complied with.</p>	9PF054	<input type="checkbox"/>

Public Safety

Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 requires employers and other responsible people to make a 'suitable and sufficient' assessment of the risks from fire in licensed premises and how they affect the safety of their employees and other people who may be on or around the premises.

In compiling a fire risk assessment you should consider the following as a minimum:

- The number of people using the premises
- Means of escape
- Fire alarms
- Emergency Lighting
- Fire Fighting Equipment
- Fire Exit Notices
- Safety Precautions

For further advice regarding fire precautions and how to comply with your legal duties under The Regulatory Reform (Fire Safety) Order 2005, please refer to the guides listed below which are available to download, free of charge, from: <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents>

Plans

For the fire authority to properly assess your application it is important that clear and legible plans are provided. Full details of what should be included in your plans are set by Regulations and can be found at: [The Licensing Act 2003 \(Premises licences and club premises certificates\) Regulations 2005 \(legislation.gov.uk\)](#).

Importantly the plan must be:

Drawn in standard scale (unless an alternative agreed) and show:

- the extent of the boundary of the building, and any external and internal walls of the building and, if different, the perimeter of the premises.
- points of access to and egress.
- escape routes.
- where the premises is to be used for more than one licensable activity, the area within the premises used for each activity.
- fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment (i.e. counters, shelving aisles, bars).
- the location and height of each stage or raised area relative to the floor.
- steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts.
- the location of room/s containing public conveniences.
- the location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment; and
- the location of any kitchen/s

To assist the fire authority, it would also be helpful to include:

- Fire resistance doors
- Type of surface linings and finishes to walls and ceilings (in new constructions only)
- Emergency lighting points
- Maintained exit signage points
- Door furniture, for example panic bars

- Fire alarm and smoke detection points
- Firefighting equipment

The plan may include a legend through which the matters mentioned or referred to above are sufficiently illustrated using symbols on the plan.

Alcohol Sales:

If you have selected the relevant condition under the heading above 'Off-Sales (convenience stores and similar)', please don't forget to indicate on your plan the area where alcohol shall be displayed.

Outdoor Area Use:

Please ensure that the boundary of any outdoor area to be licensed is marked on the plan also.

NB: If you are intending to use part of the public highway for outdoor drinking, then you shall require a separate pavement café licence from Leeds City Council.

If your plans so not meet the prescribed requirements, then your application may be returned unprocessed.

Suggested Measures	Code	<input checked="" type="checkbox"/>
The premises licence holder shall hold a current Fire Risk Assessment which shall be available for inspection by any authorised officer.	9PF055	<input checked="" type="checkbox"/>
All employees, security personnel and volunteers shall receive training on the fire safety arrangements for the premises, including the use of appropriate firefighting equipment, the procedures for raising alarm, safe evacuation, and care of patrons, and for calling the emergency services.	9PF056	<input checked="" type="checkbox"/>
There shall be clear designated routes for access of emergency vehicles always kept available.	9PF057	<input checked="" type="checkbox"/>

Health & Safety

The Health and Safety at Work etc. Act 1974 (HSAWA) concerns those in control of non-domestic premises who have a duty (under section 4 of the Act) towards people who are not their employees but use their premises.

Other regulations support the HSAWA and set out more detailed legal duties for specific activities or topics. For example, The Management of Health and Safety at Work Regulations 1999 complement and expand on the general HASWA duties. These regulations put a range of responsibilities on employers including the need to examine activities and workplaces to identify what could cause harm to people and decide whether they have taken enough action to prevent harm, or if they need to do more. This process is known as a 'risk assessment' follow the 'preventative principles' of removing a risk or, if this isn't reasonably practicable, controlling it.

The Workplace (Health, Safety & Welfare) Regulations 1992 concern the minimum safety and health requirements for the workplace. The Electricity at Work Regulations apply to all aspects of the use of electricity within the workplace. They place duties on employers, employees and those self-employed to prevent danger, ensure that equipment is safely installed and regularly maintained by a qualified engineer and ensure that equipment has undergone all necessary safety checks before its use and is suitable for the purpose intended.

Safety checks before each occasion the premises open and regular housekeeping during opening hours will prevent accidents. It is important to ensure all employees remain vigilant to removing obstacles, breakages and spillages, unsafe equipment is removed, and all matters out of their control is reported. Glasses and bottles can be a particular risk especially if taken outdoors or used in raised areas.

Suggested measures	Code	<input checked="" type="checkbox"/>
A suitably trained and competent person shall conduct regular safety checks of the premises including decorative and functional fixtures, floor surfaces, stairways, guarding, glazing and equipment (including electrical appliances) to which the public may come into contact. Records of these safety checks must be kept and made available for inspection by an authorised officer.	9PF058	<input checked="" type="checkbox"/>
Safety checks shall be conducted before each occasion the premises open to the public.	9PF059	<input checked="" type="checkbox"/>
Members of the public shall be prevented from accessing hot food and drink preparation areas to prevent risk of scald or burns.	9PF060	<input checked="" type="checkbox"/>
All drinks shall be served in non-glass containers.	9PF061	<input type="checkbox"/>
No drinks shall be served in cans.	9PF062	<input type="checkbox"/>
No glass containers or cans shall be taken into an area of the premises where a live performance is taking place.	9PF063	
All drinks to be taken outdoors shall be in non-glass containers.	9PF064	<input type="checkbox"/>
Empty bottles and glasses shall be regularly collected and securely disposed, with particular attention to balcony areas, raised levels and outdoor areas.	9PF065	<input type="checkbox"/>

Special Effects

Will special effects be taking place at the premises, such as strobes, lasers, smoke machines, pyrotechnics?
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Suggested measures	Code	<input checked="" type="checkbox"/>
The premises licence holder/designated premises supervisor shall have a risk assessment and a health and safety policy for the use of special effects. Those in charge of such effects shall be appropriately trained in the use of special effects and ensure that they are only used for the purpose as intended.	9PF066	<input checked="" type="checkbox"/>
The Leeds City Council Health & Safety Team shall be notified 10 days prior to the installation of new display laser equipment or modification of an existing installation.	9PF067	<input checked="" type="checkbox"/>
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.	9PF068	<input checked="" type="checkbox"/>

Safety

If your premises are to operate during the night-time economy, you may want to consider how your staff are to travel to work and get home safely. You may consider arrangements with local businesses to use any available parking and have your security escort staff to their vehicles or have arrangements with a taxi firm.

Suggested measures	Code	<input checked="" type="checkbox"/>
The premises licence holder/designated premises supervisor shall arrange for safe travel arrangements for those employees on evening/early morning shifts.	9PF069	<input type="checkbox"/>

Queue Systems

If it is likely queues will form for entry to your premises, then you should consider supervision and control measures to prevent conflict with pedestrians and vehicles. Particularly if queues may form along a public footpath and next to the highway, it is important that pedestrians and customers are protected from any risk presented by vehicles.

Suggested measures	Code	<input checked="" type="checkbox"/>
Queue systems shall be restricted to designated and controlled areas that are organised to prevent any risk to customers and pedestrians from vehicles.	9PF070	<input checked="" type="checkbox"/>
Security staff shall be deployed to manage and supervise queues.	9PF071	<input checked="" type="checkbox"/>

First Aid

Depending on the style of your business and the capacity, you may want to consider having trained first aid staff and as a minimum have a care plan for people who are taken unwell including those who appear to be affected by drugs or alcohol. The Health and Safety (First Aid) Regulations 1981 set out the minimum obligations of employers.

High occupancy premises may consider providing an equipped first aid/rest room with medically trained personnel.

Suggested measures	Code	<input checked="" type="checkbox"/>
A suitably trained First Aider or appointed person shall be provided at all times when the premises are open.	9PF072	<input checked="" type="checkbox"/>
(Sporting Events) An appropriately qualified medical practitioner shall be present throughout any sporting entertainment.	9PF073	<input type="checkbox"/>
(Premises near a watercourse) Staff holding a current qualification issued by a recognised national body in rescue and life safety procedures will be stationed and remain in the vicinity of any watercourse at all material times.	9PF074	<input type="checkbox"/>
First Aid equipment shall be always available on the premises.	9PF075	<input checked="" type="checkbox"/>
A dedicated equipped first aid/rest room shall be staffed by medically trained personnel whilst the public are in attendance.	9PF076	<input checked="" type="checkbox"/>
Staff, SIA security personnel, stewards and volunteers shall be trained in procedures for dealing with unwell members of the public including those who appear to be affected by alcohol or drugs.	9PF077	<input checked="" type="checkbox"/>

The Prevention of Public Nuisance

Noise and Vibration

It is possible that your application may attract representations from Environmental Health, residents, and their representatives if your premises are in a noise sensitive area and you have not taken noise and vibration into consideration.

You should not only consider noise from amplified music but nuisance from many other sources such as customers using external areas, smoking areas, play areas, vehicles/car parks, kitchens/extraction systems, waste removal/bottle disposal, deliveries, litter and lighting.

There will be certain measures you can introduced to help prevent public nuisance, and early engagement with residents and local area representatives may help you to understand any concerns.

Applicants are advised of the Clean Neighbourhoods and Environment Act 2005 which has amended the Noise Act 1996 to introduce “night noise offences” for licensed premises and The Fireworks Regulations 2004.

Suggested measures	Code	<input checked="" type="checkbox"/>
Licensable activities shall be conducted and the facilities for licensed activities shall be designed and operated to prevent the transmission of audible noise or vibration through the fabric of the building or structure to adjoining properties.	9PF078	<input checked="" type="checkbox"/>
Noise from a licensable activity at the premises shall be inaudible at the nearest noise sensitive properties.	9PF079	<input type="checkbox"/>
Noise from a licensable activity at the premises shall be inaudible inside noise sensitive properties after 23:00 with windows open in a manner for typical ventilation.	9PF080	<input checked="" type="checkbox"/>
Except for access and egress, external doors shall remain closed during the performance of regulated entertainment and windows shall remain closed during the entire performance.	9PF081	<input checked="" type="checkbox"/>
Speakers shall not be in external areas of the premises or in entrance lobbies which open directly onto external areas.	9PF082	<input type="checkbox"/>
Bottles shall not be placed in any external receptacle between 23:00 and 07:00 hours.	9PF083	<input type="checkbox"/>
No deliveries to the premises shall take place between 23:00 and 07:00 hours.	9PF084	
Noise from plant or machinery operating at the licensed premises shall be inaudible at the nearest noise sensitive premises. Plant and machinery shall be regularly serviced and maintained to meet this level.	9PF085	<input type="checkbox"/>
Queues shall be arranged to keep noise and obstructions away from residential properties.	9PF086	<input checked="" type="checkbox"/>
The premises licence holder/designated premises supervisor shall ensure patrons use beer gardens, external areas and play areas in a manner which does not cause disturbance to residents and business in the vicinity.	9PF087	<input type="checkbox"/>

Patrons shall not use external areas other than for smoking after 21:00hrs / 22:00hrs / 23:00hrs (delete as required). External areas shall be monitored after this time and patrons reminded to refrain from shouting and anti-social behaviour.	9PF088	<input checked="" type="checkbox"/>
A designated smoking area shall be provided at a location furthest away from residential properties.	9PF089	<input checked="" type="checkbox"/>

Dispersal

<p>Depending where your premises are located and the closing time you may consider additional measures to reduce impact on the area.</p> <p>You could consider a cooling down period that allows customers to remain on your premises for a time after the bar has closed. During this time volume can be reduced to aid gradual dispersal.</p> <p>You could explore having arrangements with a local taxi firm with a dedicated phone line, deploy security staff to external areas until such time all customers have left the area, and display 'polite notices'.</p>
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Suggested measures	Code	<input checked="" type="checkbox"/>
There shall be a cooling down period where music volume is reduced towards the closing time of the premises.	9PF090	<input checked="" type="checkbox"/>
Security staff shall be deployed to external areas of the premises until such time that all customers have left the area.	9PF091	<input checked="" type="checkbox"/>
The premises licence holder/designated premises supervisor shall ensure that external areas of the premises are monitored until such time that all customers have left the area.	9PF092	<input checked="" type="checkbox"/>
A telephone communication link to private hire/hackney carriage services shall be available for customer use.	9PF093	<input type="checkbox"/>
Polite notices shall be displayed at exits and external areas reminding customers to refrain from shouting and antisocial behaviour.	9PF094	<input checked="" type="checkbox"/>

Litter

<p>Litter brings a negative impact for the area and the environment. To help reduce this you could consider supplying bins and recycling facilities, especially if you are operating a food/drink takeaway service. Smoking shelters or areas where customers chose to stand, and smoke should be provided with receptacles for the safe disposal of cigarette ends and packaging.</p> <p>Any bin store should be kept tidy and regularly emptied to prevent spillage onto the street and odours. The external areas of your premises should be monitored for discarded litter, and regular litter patrols held if appropriate.</p> <p>Advertisements/leaflets should be handed out or delivered in a responsible manner to prevent littering of the streets. NB: If you are handing out leaflets on the public highway you may require an additional licence from Leeds City Council.</p>
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Suggested measures	Code	<input checked="" type="checkbox"/>
Litter bins shall be available for customer use outside the premises.	9PF095	<input type="checkbox"/>
The licence holder/designated premises supervisor shall provide litter patrols and litter generated by customers shall be cleared away regularly.	9PF096	<input type="checkbox"/>
Advertisements and leaflets associated with the premises shall be handed out in a manner to prevent littering, and any discarded material shall be cleared away.	9PF097	<input type="checkbox"/>

The Protection of Children from Harm

Under the Licensing Act it is unlawful for a premise licence holder to allow any unaccompanied child under the age of 16 to be present on licensed premises which are **exclusively or primarily** used for the supply and consumption of alcohol on the premises. This applies to premises operating under a premises licence, club premises certificate or a temporary event notice.

You will need to consider child protection measures unless you are to restrict entry to people of 18 years and over. Even then you should have an age verification policy to ensure that people under 18 years do not gain admittance.

Even if children are to be accompanied by a responsible adult, you will need to consider welfare provisions for children, should for example they become unwell or lost.

Children and young people are defined as those under 18 years of age.

For performances involving children and young people there is separate legislation that controls the special measures that should be put in place when in these circumstances and if this applies to your event you should contact Leeds City Council's Child Employment & Entertainment Team for further advice.

Sales of Alcohol

Will the primary use of the premises be the sale or supply of alcohol? If so, you should in the first instance consider if you want to allow children and young people to be admitted onto your premises. You should have a proof of age scheme in place, as this is mandatory, but the type of scheme you adopt is your choice. See the section above under Crime and Disorder.

Suggested measures	Code	<input checked="" type="checkbox"/>
Option 1 (under 18s not allowed)		
People under 18 years of age shall not be admitted to the premises.	9PF098	<input type="checkbox"/>
The premises licence holder/designated premises supervisor shall have an age verification policy to prevent children and young people from entering the premises.	9PF099	<input type="checkbox"/>

Option 2 (under 18s allowed)		
Children and young people under 18 years of age shall only be allowed on the premises in the company of an adult.	9PF100	<input checked="" type="checkbox"/>
Children under 16 years of age shall only be allowed on the premises in the company of an adult. (Please also refer to section below)	9PF101	<input checked="" type="checkbox"/>
Children under 14 years of age shall only be allowed on the premises in the company of an adult. (Please also refer to section below)	9PF102	<input checked="" type="checkbox"/>
The premises licence holder/designated premises supervisor shall have a have a children and young people welfare policy to include procedures for dealing with distressed and lost children and young people, systems to monitor, detect and report any welfare or safeguarding concerns. All security staff, stewards, employees, and volunteers shall be trained in this policy.	9PF103	<input type="checkbox"/>

Suggested measures	Code	<input checked="" type="checkbox"/>
The premises licence holder/designated premises supervisor shall have a risk assessment for when unaccompanied children or young people are to use the licensed premises. The risk assessment shall identify an adequate number of adult supervisors to provide care for unaccompanied children or young people.	9PF104	<input type="checkbox"/>
The premises licence holder shall have a policy to safeguard children and young people in case of an incident or emergency evacuation. All security staff, stewards, employees and volunteers shall be trained in this policy.	9PF105	<input type="checkbox"/>
The premises licence holder/designated premises supervisor shall perform the necessary background checks including relevant police checks on all potential staff and volunteers before offering them employment.	9PF106	<input type="checkbox"/>
The premises licence holder/designated premises supervisor shall report any child related concerns to the police they have about potential staff, existing staff, volunteers and customers.	9PF107	<input type="checkbox"/>
No child will be allowed to occupy the front row of any balcony gallery or tier, unless accompanied by an adult with the capacity to supervise the numbers of children and young people in their party. Close attention will be paid to the use of balconies and other raised areas.	9PF108	<input type="checkbox"/>
The premises licence holder/designated premises supervisor shall ensure that special effects to be used as part of a performance are suitable for use in the presence of children and young people.	9PF109	<input checked="" type="checkbox"/>
Staff shall be deployed on exit doors and within the vicinity of the premises to ensure the safe dispersal of children and young people. The premises will not close until all children and young people have left the area.	9PF110	<input type="checkbox"/>
The premises licence holder/designated premises supervisor shall follow available children protection guidance issued by Leeds City Council, Department of Social Services.	9PF111	<input checked="" type="checkbox"/>
The premises licence holder/designated premises supervisor shall liaise with any adult orientated premises close to the premises which are at risk of admitting underage children.	9PF112	<input checked="" type="checkbox"/>

Gaming and Gambling Activities

If you intend to have gaming machines on your premises, then you shall also require a licensed premises/club premises gaming machine permit from the licensing authority. Gaming machines must be positioned so that they are capable of being always supervised.

If you are intending to have other gambling activities such as race nights, poker, roulette, casino nights and bingo, then you should check that these are held in accordance with the Gambling Act 2005 and whether any form of licence under the Gambling Act 2005 is required.

Gambling activities may be non-commercial/equal chance gaming and exempt from licence requirements, but limits on stakes, prizes and frequency must be observed.

Further information can be obtained from: [Gambling Commission website - Gambling Commission](https://www.gamblingcommission.gov.uk)
<https://www.gamblingcommission.gov.uk>

Suggested measures	Code	<input checked="" type="checkbox"/>
Gaming machines shall be positioned so they can be adequately supervised at all times, and people under 18years of age prevented from using the machines.	9PF113	<input type="checkbox"/>
A proof of age scheme shall be applied to people taking part in gaming activities.	9PF114	<input type="checkbox"/>

Adult Entertainment

If you plan to provide entertainment of an adult nature, i.e. comedy nights containing strong or offensive language, or the showing of '18' films, then you should consider measures to protect children/young people from exposure to any of its content, and to prevent causing offence to passers-by.

Suggested measures	Code	<input checked="" type="checkbox"/>
People under 18years (including staff) shall not be admitted to the premises when entertainment of an adult nature is taking place.	9PF115	<input type="checkbox"/>
Clear signage shall be provided stating that entertainment of an adult nature is occurring which is not suitable for people under 18years of age.	9PF116	<input type="checkbox"/>
Staff shall be deployed at entrance doors to prevent entry of people under 18years and to conduct age verification checks.	9PF117	<input type="checkbox"/>
Advertising material shall not contain photographs or references of an adult nature or suggest that striptease or similar entertainment takes place on the premises.	9PF118	<input type="checkbox"/>
Performances shall not be viewable or audible from the outside of the premises.	9PF119	<input type="checkbox"/>

Entertainment of a Sexual Nature e.g. Strip Tease Dancing or Nude Dancing

If you plan to provide adult entertainment in the form of strip tease or nude dancing your application will receive extra scrutiny and is likely to attract representations unless measures are put in place to protect performers, customers, children/young people, and avoid offence to the public. Please note that should you provide relevant entertainment more than 12 occasions per 12 month period or more frequently than monthly you will be required to apply for a Sex Establishment licence.

Suggested measures	Code	<input checked="" type="checkbox"/>
Entertainers shall be 18years and older.	9PF120	<input type="checkbox"/>
Price lists shall be clearly displayed at each table and at each entrance to the premises.	9PF121	<input type="checkbox"/>
Entertainers shall only be present in the licensed area in a state of nudity when they are performing on stage or providing a private dance.	9PF122	<input type="checkbox"/>
Any person on the premises who can be observed from outside the premises shall be properly and decently dressed.	9PF123	<input type="checkbox"/>
Entertainers shall only perform on the stage area, or in areas identified on the plan attached to the licence.	9PF124	<input type="checkbox"/>
Relevant entertainment will only be performed by the entertainer. There must be no audience participation. There shall be no physical contact between entertainers.	9PF125	<input type="checkbox"/>
Customers shall not be permitted to touch the breasts or genital area of entertainers. Entertainers will not directly or indirectly touch the breasts or genital area of customers.	9PF126	<input type="checkbox"/>
Any performance is restricted to dancing and the removal of clothing. There shall not be any other form of sexual activity or stimulation which, for the avoidance of doubt, includes kissing.	9PF127	<input type="checkbox"/>
Sex toys shall not be used and penetration of the genital area by any means shall not take place.	9PF128	<input type="checkbox"/>
Customers shall not be permitted to throw money at the entertainers.	9PF129	<input type="checkbox"/>
All areas used for private dances must be visible to supervision and shall not have closing doors or curtains that prevent performances from being observed.	9PF130	<input type="checkbox"/>
All areas used for private dances when in use shall be directly supervised by either SIA registered security personnel, or a member of staff who has direct contact with the SIA registered security personnel working at the premises. Direct supervision does not include remote supervision by CCTV.	9PF131	<input type="checkbox"/>
Any written, visual or auditory advertisement material, posters, signage or window display shall not be of a sexually explicit or suggestive nature, shall not contain images or text of a sexually explicit, obscene or offensive nature and must be approved by the council in writing.	9PF132	<input type="checkbox"/>