



## Report Of The Assistant Chief Executive (Corporate Governance )

### Report To The Licensing Sub Committee

DATE: Monday 22<sup>nd</sup> March 2010

Subject: Application For The Grant Of A Premises Licence For : Halton Moor Sports and Social Club, 75 Cartmell Drive ,Halton, Leeds,LS15 0DE

#### Electoral Wards Affected:

Temple Newsam



Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

## Executive Summary

This report informs members of an application for the grant of a Premises Licence for a premises situated at 75 Cartmell Drive ,Halton, Leeds,LS15 0DE trading as Halton Moor Sports and Social Club.

The premises are currently operating with a club certificate and now intend to operate under a premises licence with the following activities Plays, Indoor Sporting Event, Boxing or Wrestling, Live Music, Recorded Music, Performance Of Dance, Provision Of Facilities for Dancing, Supply Of Alcohol, the hours for these activities are noted in 3.3

The responsible authorities are served with copies of the application by the applicant and Ward Members have been notified of the application.

### 1.0 Purpose of this Report

To advise Members of an application made under section 17 of the Licensing Act 2003 ("the Act") for a Premises Licence in respect of Halton Moor Sports and Social Club 75 Cartmell Drive, Halton, Leeds, LS15 0DE The Licensing Sub-Committee is required to consider this application due to the receipt of representations.

### 2.0 History of Premises

2.1 This is the first application for a Premises Licence for these premises.

2.2 The club currently have the benefit of a Club Premises Certificate which was converted under the Licensing Act 2003 on the 16<sup>th</sup> November 2005

### 3.0 The Application

3.1 The applicant is Halton Moor Sports and Social Club

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3.2 The location and the proximity to neighboring premises can be seen on the map provided; Members attention is drawn to **Appendix A**.

3.3 A copy of the application and operating schedule are attached as **Appendix B** to this report. For the assistance of members, the Operating Schedule shows:

#### i) Proposed licensable activities

A	Plays
C	Indoor Sporting Event
D	Boxing or Wrestling
E	Live Music
F	Recorded Music
G	Performance Of Dance
J	Provision Of Facilities For Dancing
M	Supply Of Alcohol

#### ii) Proposed hours of licensable activities

The proposed hours of licensable activities are as follows:

A	Plays
Everyday	10:00 - 19:00
C	Indoor Sporting Event
D	Boxing or Wrestling
Everyday	10:00 - 23:00
E	Live Music
Everyday	17:00 - 23:00
F	Recorded Music
Everyday	10:00 - 23:00
G	Performance Of Dance
J	Provision Of Facilities For Dancing
Everyday	09:00 - 19:00
M	Supply Of Alcohol
Monday	11:00 - 00:00
Tue to Thurs	11:00 - 23:00
Fri to Sun	10:00 - 00:00

**iii) Steps to promote licensing objectives**

The applicant proposes to take specific steps to promote the licensing objectives identified in section "P" of the application form and also the Pro-Forma Risk Assessment; a copy of which is attached as **Appendix C** to this report.

**iv) Proposed times when the premises is open to the public**

The premises propose to open to the public between the following hours:

Monday	11:00 - 00:00
Tues to Thurs	11:00 - 23:00
Fri to Sun	10:00 - 00:00

**v) Proposed Designated Premises Supervisor**

Miss Claire Louise Eaton intends to be the Designated Premises Supervisor.

**4.0 Relevant Representations**

4.1 Under the Act representations can be received from responsible authorities or interested parties. Representations must be relevant and, in the case of an interested party, must not be frivolous or vexatious.

4.2 Interested Parties have made the following representations:

- **Representations received from West Yorkshire Police**

No agreements have been reached

Members are invited to consider **Appendix D** of this report.

- **Representations received from Environmental Protection Team**

Following discussions between the applicant and Environmental Protection Team agreements have been reached. The parties believe that the following proposed measures will promote the Licensing objectives.

Members are invited to consider **Appendix E** of this report.

**5.0 Matters Relevant to the Application**

5.1 Members of the Licensing sub committee must make decisions with a view to promoting the licensing objectives which are:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

- 5.2 In making their decision, Members are obliged to have regard to the national Guidance and the Council's Licensing Policy. Members will be aware they must also have regard to the relevant representations made and evidence they hear.
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## 6.0 Options Available to Members

- 6.1 The licensing sub-committee must take such of the following steps as it considers necessary for the promotion of the licensing objectives:
- Grant the application as requested.
  - Grant the application whilst imposing additional conditions and/or altering in any way the proposed operating schedule
  - Refuse to specify the said person as the Designated Premises Supervisor.
  - Reject whole or part of the application
- 6.2 Members of the Licensing sub committee are asked to note that they may not modify the conditions or reject the whole or part of the application merely because it considers it desirable to do so. It must actually be necessary in order to promote the licensing objectives.

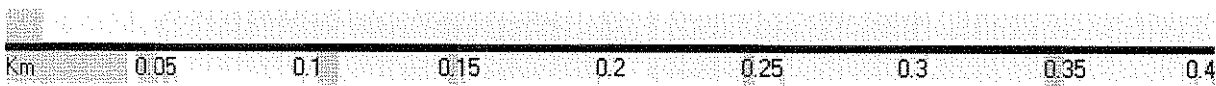
## Background Papers

- Guidance issued under s182 Licensing Act 2003
- Leeds City Council Licensing Policy



## PREM/02839 Halton Moor Sports & Social Club

75 Cartmell Drive, Halton, Leeds, LS15 0DE



This map is based upon the Ordnance Survey's Digital Data with the Permission of the Ordnance Survey on behalf of the Controller of Her Majesty's Stationary Office

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<b>Date:</b>	09 March 2010
<b>Scale:</b>	1:2500

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 that 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** Halton Moor Sports and Social Club

*(Insert name(s) of applicant)*

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**

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

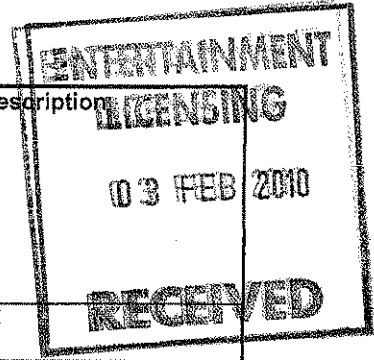
75 Cartmell Drive, Halton, Leeds, West Yorkshire

Post Town

Leeds

Postcode

LS15 0DE



Telephone number at premises (if any)

0113 2649200

Non-domestic rateable value of premises

£874.00 per month

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as

Please tick  Yes

- a) An individual or individuals\*  please complete section (A)
- b) a person other than an individual\*
  - i) as a limited company  please complete section (B)
  - ii) as a partnership  please complete section (B)
  - iii) an unincorporated association or  please complete section (B)
  - iv) other (for example, a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)
- e) the proprietor of an educational establishment  please complete section (B)

f) a health service body  please complete section (B)

g) a person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an Independent hospital  please complete section (B)

h) the chief officer of a police force in England & Wales  please complete section (B)

\*If you are applying as a person described in (a) or (b), please confirm:

• I am carrying on or proposing to carry on a business which involves the premise for licensable activities, or:

• I am making the application pursuant to a

• statutory function or

• a function discharged by virtue of Her Majesty's prerogative

Please tick  Yes

**(A) INDIVIDUAL APPLICANTS (fill in as applicable)**

Mr

Mrs

Miss

Ms

Other title   
(Rev, Dr, etc)

Surname:

First Name:

I am 18 years old or over.

Please tick  Yes

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

E-mail address (optional)

**SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)**

Mr  Mrs  Miss  Ms  Other title   
Rev, Dr, etc)

Surname:  First Name:

I am 18 years old or over.

Please tick  Yes

Current postal  
address if different  
from premises  
address

Post Town

Postcode

Daytime contact telephone number

E-mail address  
(optional)

**(B) OTHER APPLICANTS**

Please provide name and registered address of applicant in full. Where appropriate, please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name: Halton Moor Sports and Social Club
Address: 75 Cartmell Drive, Halton, Leeds, LS15 0DE
Registered number (where applicable)
Description of applicant (for example partnership, company, unincorporated association etc)
Recognised Club
Telephone number (if any) 0113 264 9200
Email address (optional)



Part 3 - Operating Schedule

When do you want the premises licence to start?

Day		Month		Year			
0	1	0	2	2	0	1	0

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

Day		Month		Year			

If more than 5000 people are expected to attend the premises at any one time, please state the number expected to attend.

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

HALTON MOOR SPORTS & SOCIAL CLUB is a recognised club selling alcohol to members & providing additional facilities as per the content of this application

What licensable activities do you intend to carry on from the premises?  
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment:

- |  | Please tick ✓ | Yes                                 |
|--|---------------|-------------------------------------|
| a) plays (if ticking yes, fill in box A)   |               | <input checked="" type="checkbox"/> |
| b) films (if ticking yes, fill in box B)   |               | <input type="checkbox"/>            |
| c) indoor sporting events (if ticking yes, fill in box C)  |               | <input checked="" type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)   |               | <input checked="" type="checkbox"/> |
| e) live music (if ticking yes, fill in box E)  |               | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)  |               | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G)   |               | <input checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g)<br>(if ticking yes, fill in box H) |               | <input type="checkbox"/>            |

Provision of entertainment facilities for:

- |  |                                     |
|--|-------------------------------------|
| i) making music (if ticking yes, fill in box I)  | <input type="checkbox"/>            |
| j) dancing (if ticking yes, fill in box J)   | <input checked="" type="checkbox"/> |
| k) entertainment of a similar description to that falling within (I) or (J)(if ticking yes, fill in box K) | <input type="checkbox"/>            |
| L) <u>Provision of late night refreshment</u> (if ticking yes, fill in box L)                              | <input type="checkbox"/>            |
| M) <u>Supply of alcohol</u> (if ticking yes, fill in box M)  | <input checked="" type="checkbox"/> |

In all cases, complete boxes N, O, and P

**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors	<input checked="" type="checkbox"/>	
Day	Start	Finish		Outdoors	<input type="checkbox"/>	
Mon	10.00	19.00	<b>Please give further details here</b> (please read guidance note 3)  Supervised children's plays and performances	Both	<input type="checkbox"/>	
Tue	10.00	19.00				
Wed	10.00	19.00		<b>State any seasonal variations for performing plays</b> (please read guidance note 4)		
Thurs	10.00	19.00				
Fri	10.00	19.00		<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 5).  None		
Sat	10.00	19.00				
Sun	10.00	19.00				

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			<b>State any seasonal variations for the exhibition of films</b> please read guidance note 4)		
Thurs					
Fri			<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 5).		
Sat					
Sun					

**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b>Please give further details here</b> (please read guidance note 3)
Day	Start	Finish	
Mon	10.00	23.00	Darts and Boxing shows           <b>State any seasonal variations for indoor sporting events</b> (please read guidance note 4) None   <b>Non standard timings. Where you intend to use the premises indoor sporting events at different times to those listed in the column on the left, please list</b> (please read guidance note 5).  No
Tue	10.00	23.00	
Wed	10.00	23.00	
Thurs	10.00	23.00	
Fri	10.00	23.00	
Sat	10.00	23.00	
Sun	10.00	23.00	

**D**

<b>Boxing or wrestling entertainment</b> Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or out doors or both - Please tick [Y] (Please read guidance note 2).	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	10.00	23.00	Please give further details here (please read guidance note 3) Teaching, training and boxing shows           <b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 4)  No   <b>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</b> (please read guidance note 5).  No	Both	<input type="checkbox"/>
Tue	10.00	23.00			
Wed	10.00	23.00			
Thurs	10.00	23.00			
Fri	10.00	23.00			
Sat	10.00	23.00			
Sun	10.00	23.00			

**E**

<b>Live Music</b> Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors <input checked="" type="checkbox"/>
				Outdoors <input type="checkbox"/>
Day	Start	Finish	Both <input type="checkbox"/>	
Mon	17.00	23.00	<u>Please give further details here</u> (please read guidance note 3) Live Bands. Proposed 1 performance per month	
Tue	17.00	23.00		
Wed	17.00	23.00	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)	
Thurs	17.00	23.00	None	
Fri	17.00	23.00	<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 5). None	
Sat	17.00	23.00		
Sun	17.00	23.00		

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors <input checked="" type="checkbox"/>
				Outdoors <input type="checkbox"/>
Day	Start	Finish	Both <input type="checkbox"/>	
Mon	10.00	23.00	<u>Please give further details here</u> (please read guidance note 3) Jukebox etc	
Tue	10.00	23.00		
Wed	10.00	23.00	<u>State any seasonal variations for playing recorded music</u> (please read guidance note 4)	
Thurs	10.00	23.00	None	
Fri	10.00	23.00	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5). None	
Sat	10.00	23.00		
Sun	10.00	23.00		

**G**

<b>Performance of dance</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of dance take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).</b>	Indoors <input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors <input type="checkbox"/>
Mon	9.00	19.00	<b>Please give further details here (please read guidance note 3)</b>  Childrens dance schemes	Both <input type="checkbox"/>
Tue	9.00	19.00		
Wed	9.00	19.00		<b>State any seasonal variations for the performance of dance (please read guidance note 4)</b>  None
Thurs	9.00	19.00		
Fri	9.00	19.00		<b>Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 5).</b>  No
Sat	9.00	19.00		
Sun	9.00	19.00		

**H**

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			<b>Please give a description of the type of entertainment you will be providing</b>	
Day	Start	Finish	<b>Will this entertainment take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).</b>	Indoors <input type="checkbox"/>
Mon				<b>Please give further details here (please read guidance note 3)</b>
Tue			Both <input type="checkbox"/>	
Wed			<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)</b>	
Thurs				
Fri			<b>Non standard timings. Where you intend to use the premises for entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5).</b>	
Sat				
Sun				

I

Provision of facilities for making music Standard days and timings (please read guidance note 6)			Please give a description of the facilities for making music you will be providing		
Day	Start	Finish	Will the facilities for making music be indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors	<input type="checkbox"/>
Mon					Outdoors
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed					
Thurs			<u>State any seasonal variations for the provision of facilities for making music</u> (please read guidance note 4)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</u> (please read guidance note 5).		
Sun					

J

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).		Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give a description of the facilities for dancing you will be providing			
Mon	9.00	19.00	Dance lessons to children and adults			
Tue	9.00	19.00	<u>Please give further details here</u> (please read guidance note 3)			
Wed	9.00	19.00				
Thurs	9.00	19.00	<u>State any seasonal variations for providing dancing facilities</u> (please read guidance note 4)			
Fri	9.00	19.00				
Sat	9.00	19.00	<u>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5).			
Sun	9.00	19.00				

**K**

Provision of facilities for entertainment of a similar description to that falling within I or J Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment facility you will be providing	
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors <input type="checkbox"/>
Mon				
				Both <input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)	
Wed				
Thurs			<u>State any seasonal variations for the Provision of facilities for entertainment of a similar description to that falling within J or K</u> (please read guidance note 4)	
Fri				
Sat			<u>Non standard timings. Where you intend to use the premises for the Provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list</u> (please read guidance note 5).	
Sun				

**L**

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both - please tick [Y] (Please read guidance note 2)	Indoors <input type="checkbox"/>
Day	Start	Finish		Outdoors <input type="checkbox"/>
Mon				Both <input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)	
Wed				
Thurs			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)	
Fri				
Sat			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5).	
Sun				



M

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick <input checked="" type="checkbox"/> ) Please read guidance note 7).	On the premises <input checked="" type="checkbox"/>
				Off the premises <input type="checkbox"/>
				Both <input type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)  None  <b>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</b> (please read guidance note 5).	
Mon	11.00	24.00		
Tue	11.00	23.00		
Wed	11.00	23.00		
Thurs	11.00	23.00		
Fri	10.00	24.00		
Sat	10.00	24.00		
Sun	10.00	24.00		

**State the name and details of the individual whom you wish to specify on the licence as premises supervisor**

Name Miss Claire Louise Eaton

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Address 19 Victoria Avenue, Leeds, West Yorkshire,

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Postcode LS9 9DL

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Personal Licensing Number (if known) Pending as discussed with Emma White

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Issue Licensing Authority (if known) Leeds City Council

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**N**

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 8)

None

**O**

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	11.00	24.00	Non standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list (please read guidance note 5).
Tue	11.00	23.00	
Wed	11.00	23.00	
Thurs	11.00	23.00	
Fri	10.00	24.00	
Sat	10.00	24.00	
Sun	10.00	24.00	

**P**

Describe the steps you intend to take to promote all four licensing objectives:

a) General--all four licensing objectives (b, c, d, e) (please read guidance note 9)

There will be proper supervision of the Premises at all times. Full training will be given to all staff as to their duties under the Licensing Act and in respect of the four objectives. See Pro Forma Risk Assessment

b) The prevention of crime & disorder

The Premises will be fully staffed at all times, the staff having supervised training in their duty to prevent crime and disorder and how to go about it. There will be CCTV coverage. See Pro Forma Risk Assessment

c) Public safety

The Premises will be properly supervised and the staff trained in this respect. Fire doors will be properly marked. See Pro Forma Risk Assessment.

d) The prevention of public nuisance

The Premises will be fully supervised and the staff trained in their duties with any proposed recommendations from outside agencies i.e. West Yorkshire Police etc. Please see Pro Forma Risk Assessment.

e) The protection of children from harm

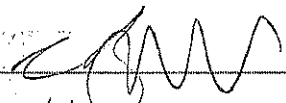
The staff will be fully supervised and trained in their duties. No minors will be served with alcohol. Se Pro Forma Risk Assessment.

- Please tick ✓ Yes
- I have made or enclosed payment of the fee
  - I have enclosed the plans of the premises
  - I have sent you copies of this application, and the plan to responsible authorities and others where applicable
  - I have enclosed the consent form produced by the individual I wish to be 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.

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE OF UP TO LEVEL 5 ON THE STANDARD SCALE [ £5000 ], UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

**Part 4--Signatures** (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent. (see guidance note 11). If signing on behalf of the applicant, please state in what capacity.

Signature:  **Richardson & Solicitors**

Date: 29/1/2010 **2nd Floor**

Capacity: \_\_\_\_\_ **Phoenix House**

**3 South Parad**

**Leeds**

**LS1 5DQ**

For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent (please read guidance note 12) If signing on behalf of the applicant, please state in what capacity.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Capacity: \_\_\_\_\_

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)	
Post Town	Postcode
Telephone number (if any)	
E-mail address (optional)	

Entertainment Licensing, Leeds City Council, Civic Hall, Leeds, LS1 1UR.

**Consent of individual to being specified as premises supervisor**

I Miss Claire Louise Eaton of

*full name of prospective premises supervisor*

19 Victoria Avenue, Leeds, West Yorkshire, LS9 9DL

*home address of prospective premises supervisor*

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

Premises Licence by Halton Moor Sports & Social Club  
*type of application* *name of applicant*

relating to a premises licence [Licence pending as discussed with Emma White] for  
*number of existing licence, if any*

Halton Moor Sports and Social Club and any  
*name and address of premises to which the application relates*

premises licence to be granted or varied in respect of this application made by

Halton Moor Sports and Social Club concerning the supply of alcohol at  
*name of applicant*

Halton Moor Sports and Social Club 75 Cartmell Drive, Halton, LS15 0DB. I also  
*name and address of premises to which application relates*  
confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number [pending]  
*insert personal licence number, if any*

Personal licence issuing authority

Leeds City Council, Civic Hall, Leeds, LS1 1UR (0113 247 4095)  
*insert name and address and telephone number of personal licence issuing authority, if any*

 ..... signed

C. EATON ..... name (please print)

29/01/10 ..... dated

## Notes for Guidance

1. 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 off-supplies you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. 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 un-amplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day i.e. Christmas Eve.
6. 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.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. 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, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. A applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.



## Licensing Act 2003

### Proforma Risk Assessment V4

Please complete the details below:

Applicant name:	Halton Moor Sports and Social Club
Business name:	
Business address:	75 Cartmell Drive, Halton, Leeds, West Yorkshire
	Postcode:LS15 0DE

#### Guidance about this document

1. The Licensing Authority recommends that you complete this specially designed pro forma risk assessment to help you decide what should be entered in your operating schedule to show how you will promote the four licensing objectives.
2. Whilst the Licensing Authority cannot insist you use this document it takes the view that it assists responsible authorities in assessing the operating schedule, promotes discussions and partnership working and will reduce the number of representations and hearings.
3. If you do not use this risk assessment pro forma then you will need to demonstrate how you will meet the licensing objectives by providing other supporting evidence via your operating schedule.

#### How to use this document

1. This document has four sections which correspond with the four licensing objectives and appendix 1 of our Licensing Policy. In each section you will find information on potential control measures (each with an individual code) which we suggest may help you meet the four licensing objectives.
2. Run through the questions in the grey sections and consider the potential control measures listed in the columns beneath.
3. If you are happy to volunteer the control measures as conditions on your licence place a tick in the relevant box in the right hand column. You can then enter the corresponding codes in page 14 of your application form in the boxes which match up with the licensing objectives or simply write "see pro forma risk assessment". These measures will then appear as conditions on your licence.

## Crime and Disorder

### CCTV

Does the premises have CCTV?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES:	
Was the siting and standard agreed with West Yorkshire Police (WYP)?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Have you agreed a policy on the retention and security of the footage with WYP?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
If NO:	
Have you consulted WYP about whether CCTV should be installed?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
(NB unless WYP have agreed CCTV is not required, a representation is likely)	

Suggested condition	Code	✓
A suitable CCTV system will be maintained and be operational on the premises at all times when licensed activities are being carried out	4PF001	✓
The siting and standard of the CCTV system will be agreed with WYP prior to installation and will comply with that agreement at all times.	4PF002	N/A
Changes to the siting and standard of CCTV systems may only be made with the written consent of West Yorkshire Police	4PF003	✓
CCTV security footage will be made secure and retained for a minimum period of 31 days time to the satisfaction of WYP.	4PF004	✓

### Designated Premises Supervisor (DPS)

Will the DPS generally be on site?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is the DPS contactable in emergency?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If the DPS is not to be generally on site, have you made arrangements to nominate the supervisor in his/her absence?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Is the Supervisor's Register bound with consecutively numbered pages?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Suggested condition	Code	✓
A Supervisor's Register will be maintained at the licensed premises, showing the names, addresses and up-to-date contact details for the DPS and all personal licence holders.	4PF005	✓
The Supervisors Register will state the name of the person who is in overall charge of the premises at each time that licensed activities are carried out, and this information will be retained for a period of twelve months and produced for inspection on request to an authorised officer.	4PF006	✓



## Door Supervisors and Other Security Staff

Do you use registered door supervisors or security staff?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Are they Security Industry Authority (SIA) registered?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you specify a minimum number of door supervisors?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES, state the number of staff _____	
Days (and times) employed _____	
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you have a policy with the door supervisor or security company which covers:	
• Vetting customers entering the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Is there a prominently displayed written search policy on the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Controlling customers entering, within or leaving the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Safeguarding the public within and immediately outside the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Notifying WYP at the earliest opportunity of any problems or incidents?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Exclusion of persons who have had too much to drink or appear inclined to disorder?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you have a Daily Record Register within which door supervisors/security staff sign on and off duty?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is the Daily Record Register bound with consecutively numbered pages?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Can you identify who was on duty at any particular time?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you have an Incident Report Register?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is the Incident Report Register bound with consecutively numbered pages?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Suggested condition	Code	✓
The minimum number of door supervisors for the premises is _____ Please specify days and hours door supervisors operate on the premises.	4PF007	
The Premises Licence Holder (PLH)/Designated Premises Supervisor (DPS) will ensure that a 'Daily Record Register' is maintained on the premises by the door staff.	4PF008	
The Daily Record Register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty and finished duty (verified by the individual's signature).	4PF009	
The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry.	4PF010	

Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.	4PF011	
The PLH/DPS will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti social behaviour, admissions refusals and ejections from the premises.	4PF012	✓
The Incident Report Register will contain consecutively numbered pages, the date time and location of the incident, details of the nature of the incident, the names and registration numbers of any door staff involved or to whom the incident was reported, the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported, the names and numbers of any police officers attending, the police incident and / or crime number, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.	4PF013	✓
The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.	4PF014	✓

### Drugs and Offensive Weapons

Do you have a policy and procedure to prevent use of illegal drugs or weapons (e.g. a search policy)?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Does the policy include:	
• recording any search	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• seizing drugs/weapons found	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• a purpose made secure receptacle for items seized	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• informing the police of any search and seizure	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• prominently display notices to inform customers of the policy	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Suggested condition	Code	✓
A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.	4PF015	
The PLH/DPS will inform West Yorkshire Police as soon as practicably of any search resulting in a seizure of drugs or offensive weapons.	4PF016	✓
A suitable purpose-made receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police or British Transport Police.	4PF017	

Notices will be prominently displayed at the entrances of the premises which state:	4PF018	
<ul style="list-style-type: none"> <li>a search will be conducted as a condition of entry to premises;</li> <li>Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register.</li> <li>Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; or appears to be under the influence of drugs.</li> <li>entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances</li> </ul>		✓ ✓ ✓

### Communication

Do you subscribe to Nite Net or a similar form of communication (radio/text/pager system)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

Suggested condition	Code	✓
There will be a communication link to the WYP* and or* other relevant venues in the locality by means of (specify method) * delete as appropriate	4PF019	
Such communication link will be kept in working order at all times when licensable activities are taking place	4PF020	
The communication link will be available to the Designated Premises Supervisor or other nominated supervisor and be monitored by that person at all times that licensed activities are being carried out.	4PF021	
Any police instructions or directions given via the link will be complied with whenever given.	4PF022	
All incidents of crime or disorder will be reported via the link to an agreed police contact point.	4PF023	

### Responsible Sale of Alcohol

<b>Proof of Age</b>	
Have you adopted a proof of Age Scheme?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Have all staff been instructed of the steps required to prevent under age sales of alcohol?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Glass and Bottles</b>	
Do you have a policy for the frequent collection of glasses and bottles?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you take steps to prevent glasses/bottles being removed from the premises, e.g. instruction to door/bar staff, display of notices?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you use plastic or toughened polycarbonate (or similar) drinking glasses/bottles when necessary?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

**Alcohol Designated Public Places Orders**

If your premises are in the area of an Alcohol Designated Public Places Order (DPPO), do you prominently display notices advising customers of the Order and its effects? YES  NO  N/A

Suggested condition	Code	✓
The PLH/DPS staff will ask for proof of age from any person appearing to be under the age of 21/25 who attempts to purchase alcohol at the premises. Or	4PF024	✓
The PLH/DPS staff will ask for acceptable evidence (as agreed by WYP / WYTSS) from any person appearing to be under the age of 21/25 who attempts to purchase alcohol at the premises.	4PF025	✓
<u>Glass and Bottles</u> Drinks, open bottles and glasses will not be taken from the premises at any time. Empty bottles and glasses will be collected regularly and promptly. Glass and other sharp objects will be stored and disposed of safely using suitable receptacles. Receptacles will be secured and not accessible to the customers.	4PF026	✓
The PLH/DPS will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.	4PF027	✓
Plastic or toughened polycarbonate (or similar) glasses/bottles will be used in all outdoor areas.	4PF028	✓
Plastic or toughened polycarbonate (or similar) glasses/bottles will be used when requested by West Yorkshire Police / British Transport Police (e.g. football match days)	4PF029	✓
<u>Alcohol Designated Public Places Orders</u> Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be prominently displayed at the exits to the premises.	4PF030	✓

**Responsible Sale of Alcohol**

Membership of a Recognised Body YES  NO  N/A   
 Do you belong to a Licensees Association/Body

If YES, please state which body: YES  NO  N/A

Exclusion from Premises YES  NO  N/A   
 Do you operate a system of excluding customers who are known to cause problems?

If YES: YES  NO  N/A   
 • is this your own system or  
 • a system run by a local licensees body

Dispersal Policy YES  NO  N/A   
 Do you have a written dispersal policy (e.g. A policy on how you disperse your clientele from your premises to reduce the risk of anti social behaviour)



If YES

• Was this agreed with WYP (and BTP where applicable)?

YES  NO  N/A

• Are all bar and door staff trained on the policy?

YES  NO  N/A

Suggested condition	Code	✓
The PLH/DPS will belong to a recognised trade body or Pub Watch Scheme where one exists, whose aims include the promotion of the licensing objectives	4PF031	✓
The PLH/DPS will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises. The policy will be agreed with WYP. The PLH/DPS will ensure that staff receive training on the policy.	4PF032	

### Entertainment of an Adult Nature e.g. Strip Tease Dancing or Nude Dancing

Do you provide any entertainment consisting of striptease or nude dancing including where dancers are wearing 'see through' clothing or the show includes sexual stimulation?

YES  NO  N/A

Suggested condition	Code	✓
Each area shall be supervised and shall display signs advising clients of the rules and conditions of licence regarding improper performances.	4PF033	
Performers shall be aged not less than 18 years.	4PF034	
Nothing shall be done, recited, sung, exhibited, or performed which is likely to cause a breach of the peace.	4PF035	
Whilst performing, the performer must at all times wear at least a G-string (female)/ pouch (male), covering the genitalia. This item of clothing must be worn at the commencement of the performance and may be removed during the performance but must be replaced at the conclusion.	4PF036	
During any performance of lap dancing, striptease or nude dancing (including performances usually termed 'private dances') there must not be any physical contact, by the performer, with any person in the viewing audience except: a) Leading a patron hand in hand to and from a chair or private room. b) Simple handshake greeting at the beginning and/or end of the performance. c) The placing of monetary notes or dance vouchers in the hand or garter worn by the performer. d) Pecking the cheek of a patron at the conclusion of the performance.	4PF037	
No performance shall include any sex act with any other performers, persons in the audience or with the use of any objects.	4PF038	
A price list must be displayed in a prominent position on the premises giving the price and time allowed for the dance routine.	4PF039	
Performers/dancers not performing must not be present in the licensed area in a state of nudity.	4PF040	

CCTV to be installed and maintained in the premises to the satisfaction of the West Yorkshire Police.	4PF041	
The recordings will be produced to a police constable or authorised officer of the Council, on request, and must be retained for a minimum of 31 days.	4PF042	
Booths, private rooms and areas must be visible to supervision and must not have closing doors or curtains that prevent the performance being observed.	4PF043	

# Public Safety

## Management Arrangements

**Management Arrangements to be removed**

Do you have procedures for the following?

- Accident/ incident reporting YES  NO  N/A
- Routine maintenance YES  NO  N/A
- Daily inspection of public areas YES  NO  N/A
- Recording relevant tests / inspections YES  NO  N/A
- Collecting glasses/bottles with particular emphasis on balcony areas YES  NO  N/A

Suggested condition	Code	✓
Before opening to the public, checks will be undertaken to ensure all access to the premises are clear for emergency vehicles. Regular checks will be undertaken when the premises is open.	4PF044	✓
Written records of all accidents and safety incidents involving members of the public will be kept. These will be made available at the request of an authorised officer.	4PF045	✓
During opening hours the cellar door must be kept locked or adequately supervised to prevent unauthorised access by the public.	4PF046	✓
A suitably trained and competent person must ensure regular safety checks of the premises including decorative and functional fixtures, floor surfaces and equipment (including electrical appliances) to which the public may come into contact are undertaken. Records of these safety checks must be kept and made available for inspection by an authorised officer.	4PF047	✓
Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.	4PF048	✓
Electrical installations will be inspected on a periodic basis (at least every 3 years or at a frequency specified in writing) by a suitably qualified and competent person. Inspection records/certificates will be kept and made available at the request of an authorised officer. If used, any temporary electrical wiring and distributions will also be inspected. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.	4PF049	✓
One of the following protective measures shall be used for all socket-outlets which may be used for the connection for lighting, video or sound amplification equipment and display models:  a) Each socket-outlet circuit shall be protected by a residual current device having a rated residual operating current not exceeding 30mA, or b) Each individual socket-outlet shall be protected by an integral residual current device having a rated residual operating current not exceeding 30mA.	4PF050	

The current operation of all residual current devices shall be checked regularly by pressing the test button. If the device does not switch off the supply, an electrical contractor should be consulted. At the same time action should be taken to prohibit the use of socket outlets associated with a faulty residual current device.		✓
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### General Housekeeping

Do you have written procedures for the inspection of:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
• Furnishings and fabrics	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
• Suspended decorations/lights/amplification systems	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
• Guarding to stairs/balconies/landings/ramps	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
• Condition of floor surfaces	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
• Provision of safety glazing	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
• Guardings to fires or open flames	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

Suggested condition	Code	✓
Regular safety checks of guardings to stairs, balconies, landings and ramps will be undertaken, and a supervision policy will be maintained to prevent people from inappropriate behaviour, including climbing which may lead to a fall from height.	4PF051	✓
Safety glass that is impact resistant or shielded to protect it from impact will be used in all areas where the public may come into contact with it.	4PF052	✓
A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.	4PF053	✓

### Refreshments

Do you prepare hot food/drinks in proximity to the public?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
If YES:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Has the risk of scalding or burns been assessed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

Suggested condition	Code	✓
Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scald or burns.	4PF054	



## First Aid

Do you have staff trained in First Aid?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES, please state numbers <u>2</u>	
Do you provide facilities for treatment of minor injuries (e.g. First Aid box)?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you have procedures for dealing with customers who are unwell including those who appear to be affected by drugs/ alcohol)?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Suggested condition	Code	✓
A suitably trained First Aider or appointed person will be provided at all times when the premises are open.	4PF055	✓
An appropriately qualified medical practitioner will be present throughout any sporting entertainment.	4PF056	✓
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 the water at all material times.	4PF057	
Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.	4PF058	✓
A procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.	4PF059	✓

## Special Effects

Do you use special effects on the premises, e.g. strobes, lasers, smoke machines or fireworks?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
If yes, please give details:	

Suggested condition	Code	✓
A written health and safety policy covering all aspects of the safe use of strobes, lasers, smoke machines or any other special effects, will be provided and staff will be appropriately trained.	4PF060	
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.	4PF061	

# Public Nuisance

## Noise and Vibration

**Noise and vibration**

Identify the potential sources of noise and vibration which apply to your premises:

- Amplified music
- Unamplified music
- Singing and speech
- Waste disposal, including bottle bins
- Plant and machinery, including extraction systems
- Food preparation
- Cleaning

Identify where sources of noise may occur outside your premises:

- Beer garden
- Play area
- Car park
- Temporary structure
- Plant and equipment

Identify which measures are in place/proposed:

- Soundproofing
- Air conditioning to allow windows to be kept closed
- Sound limiters
- Use of lobby doors
- Cooling down period with reduced music volume
- Fixed and appropriate times for collection of waste
- Restricted use of outdoor areas
- No external loud speakers

Are the premises located near noise sensitive properties, e.g. residential areas, residential homes, hospitals? YES  NO  N/A

Applicants should refer to the Clean Neighbourhoods and Environment Act 2005, which has amended the Noise Act 1996 to introduce "night noise offences" for licensed premises in completing this section.

Suggested condition	Code	✓
Licensable activities shall be conducted and the facilities for licensed activities shall be designed and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties	4PF062	
Noise from a licensable activity at the premises shall be inaudible at the nearest noise sensitive premises after 23.00 hours and at all times if entertainment takes place on more than 30 occasions per year	4PF063	✓
There shall be no external loudspeakers	4PF064	✓
Bottles will not be placed in any external receptacle after 23.00 hours to	4PF065	✓

minimise noise disturbance to neighbouring properties		✓
Noise from plant or machinery shall be inaudible at the nearest noise sensitive premises during the operation of the plant or machinery. Plant and machinery shall be regularly serviced and maintained to meet this level.	4PF066	✓
The PLH/DPS will ensure patrons use beer gardens, external areas and play areas in a manner which does not cause disturbance to nearby residents and business in the vicinity. Patrons will not use such areas after <del>21:00</del> /22:00/23:00* *Please delete as appropriate.	4PF067	✓
The activities of persons using the external areas shall be monitored after 23:00hrs and they shall be reminded to have regard to the needs of local residents and to refrain from shouting and anti social behaviour etc when necessary,	4PF068	✓
The PLH/DPS will adopt a "cooling down" period where music volume is reduced towards the closing time of the premises.	4PF069	✓

### Litter

Does the premises sell takeaway food, drinks or other produce/packaging which may generate litter/waste? YES  NO  N/A

If YES, please identify the steps taken to prevent nuisance caused by litter:

- Provision of litter bins
- Display of notices to customers
- Warnings/advice on packaging
- Instructions to staff to periodically clear litter from the street around the premises
- Other (please specify)

Suggested condition	Code	✓
The PLH/DPS shall ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter	4PF070	

### Transport/Pedestrian Movement

Do you have a procedure to ensure that local residents and businesses are not disturbed by customers entering and/or leaving your premises? YES  NO  N/A

If YES:

What steps do you take to ensure that the procedure(s) works?

Suggested condition	Code	✓
Clear and legible notices will be displayed at exits, car parks and other circulatory areas requesting patrons to leave the premises quietly having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti-social behaviour.	4PF071	✓
SIA Registered door staff will be employed and used where queues are likely to form to manage the queues and ensure: Queues are restricted to cordoned areas to prevent them obstructing footpaths and spilling out onto roads, and to keep noise and obstructions away from residential property.	4PF072	
The premises supervisor and any door supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.	4PF073	✓
A facility will be provided for customers to order Hackney taxis/private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent position on the premises.	4PF074	✓

## Protection of Children from Harm

### Entertainment of an Adult Nature

Do you provide entertainment of a sexual or adult nature (including strong or offensive language)? YES  NO  N/A

If so, do you only provide the adult entertainment at certain times/days of the week? YES  NO  N/A

Is your premises located near to premises which are children orientated? YES  NO  N/A

Suggested condition	Code	✓
People under 18 (including staff) will not be admitted to the premises at any time when entertainment of a sexual or adult nature is being provided.	4PF075	
The PLH/DPS will provide clear signage that entertainment of an adult nature is occurring which is not suitable for under 18s.	4PF076	
Measures will be put in place for ensuring non-admission to persons under 18 years of age when entertainment of an adult nature is taking place, such as door supervision and age checks (including staff)	4PF077	
The PLH/DPS will not display outside the premises photographs or other images which indicate and suggest that striptease or similar entertainment takes place on the premises.	4PF078	
Any person on the premises who can be observed from outside the premises will be properly and decently dressed.	4PF079	
Any written or visual advertisement material, posters, signage, window display at or for the premises must not be of a sexually explicit and or suggestive nature, thus protecting children from moral, emotional, psychological and physical harm.	4PF080	

### Under Age Sales of Alcohol

Do the premises sell or supply alcohol? YES  NO  N/A

Suggested condition	Code	✓
People under 18 years of age will not be admitted.	4PF081	

### Gambling

Is there a strong element of gambling on the premises? YES  NO  N/A

Suggested condition	Code	✓
People under 18 (including staff) will not be admitted to the premises at any time when gambling is taking place.	4PF082	



or		
There will be sufficient physical screening of the relevant entertainment from view of those under 18 years.	4PF083	

### Performers Under 18

Do entertainment performances include performances by children and young persons under 18 years of age? YES  NO  N/A

NOTE: The Children (Performance) Regulations 1968 as amended continue to apply but are not conditions on the licence as that would be duplication.

Suggested condition	Code	✓
The PLH/DPS will provide an adequate number of suitable adult supervisors who can provide care for the children as they move from stage to dressing room etc, and to ensure that all children can be accounted for in case of an evacuation or an emergency.	4PF084	✓
The venue will be suitable to accommodate safely the numbers of children intended.	4PF085	✓
All supervisors and crew will receive instruction on the fire procedures applicable to the venue prior to the arrival of the children	4PF086	✓
The PLH/DPS will ensure that all special effects e.g. flashing lights, dry ice, smoke etc are suitable for the children involved in the performance.	4PF087	✓

### Entertainment and/or Facilities Specifically Provided for Children

Is any entertainment/facilities specifically provided for children? YES  NO  N/A

If yes are the children unaccompanied or supervised by staff without parental presence (including where parents are elsewhere in the licensed premises)? YES  NO  N/A

Do you provide young persons discos or similar entertainment? YES  NO  N/A

Suggested condition	Code	✓
The PLH/DPS will ensure that an adult supervisor is stationed in the area(s) or levels which are occupied by children. The supervisors will be placed in the vicinity to exits to the premises. There will be one supervisor per 50 children at all times.	4PF088	✓
For closely seated audiences, i.e. theatres and cinemas, the ratio of supervisors will be 1 per 25 children, provided that where the children are in the charge of an adult organiser such organisers will be regarded as attendants to an extent not exceeding half of the number of attendants required by the above condition 4PF088.	4PF089	✓
No child will be permitted to occupy the front row of any balcony gallery or tier, unless accompanied by and in the charge of a person who appears to have attained the age of 16 years.	4PF090	✓

Close supervision will be held when children use balconies and other raised areas.	4PF091	✓
Upon egress from the premises the Licensee will deploy staff on exit doors and within the vicinity of the premises to ensure the safe dispersal of children and the premises will not close until all children have left the area.	4PF092	✓

### Child Protection Measures

Do you have a system for ensuring the suitability of staff who work closely with children? YES  NO  N/A

If YES state measures used:  
 CRB checks  
 Police checks

Are your premises located near any adult orientated premises e.g. an adult retail sex shop or amusement arcade? YES  NO  N/A

Suggested condition	Code	✓
The PLH/DPS will perform the necessary background checks including relevant police checks on all potential staff before offering them employment. The Licensee will report any child related concerns to the police he/she has about potential staff, existing staff and customers.	4PF093	✓
The PLH/DPS will ensure staff receive training to deal with unaccompanied children on the premises and prevent them from harm.	4PF094	✓
The PLH/DPS will comply with the written guidance for protecting children from harm issued by Leeds City Council, Department of Social Services.	4PF095	✓
The PLH/DPS will liaise with any adult orientated premises close to his/her premises which the Licensee suspects are at risk of admitting underage children from his/her own premises.	4PF096	N/A

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NOT PROTECTIVELY MARKED



# WEST YORKSHIRE POLICE

*Leeds District Licensing Department*

## Licensing Department

Millgarth Police Station  
Millgarth Street  
Leeds  
LS2 7HX

Tel: 0113-2414023

Fax: 0113-2413123

Email:

bob.patterson@westyorkshire.pnn.police.uk

Website:

Your ref:

Our ref: BP/LICENSING OFFICER/HALTONMOORSOCIAL

3<sup>rd</sup> March 2010

The Secretary  
Halton Moor Sports & Social Club  
75 Cartmell Drive  
Halton Moor  
Leeds  
LS15 0DE



cc. Entertainment Licensing Section. Leeds City Council, Civic Hall, Leeds. LS1 1UR

**RE: HALTON MOOR SPORTS & SOCIAL CLUB. 75 CARTMELL DRIVE, LEEDS. LS15 0DE  
NEW PREMISES LICENCE – LICENSING ACT 2003:  
POLICE – LETTER OF REPRESENTATION – 'QUALIFIED' OBJECTION:**

Thank you for submitting your application for the above premises, received at the address above on the 3<sup>rd</sup> February 2010.

West Yorkshire Police are of the opinion that your application contains insufficient information about how you intend to meet the licensing objectives.

We therefore confirm that we are submitting a formal representation against your application on the grounds of:-

1. the prevention of crime & disorder
2. the prevention of public nuisance, and
3. the protection of children from harm.

However, West Yorkshire Police are also of the opinion that the said objectives could be met should you be prepared to incorporate certain identified measures within your operating schedule as conditions, in **addition** to what you may have offered in your application.

Please find enclosed a document which at **Part 1** contains the suggested measures which this authority considers are proportionate and appropriate to the nature of your application.

Should you be in agreement with the suggested measures then please signify this by completing and signing **Part 2** of the enclosed form and return the complete document to this office as soon as possible.

NOT PROTECTIVELY MARKED

## NOT PROTECTIVELY MARKED

Upon receipt of your consent at **Part 2**, it will be taken that you signify your wishes for the licensing authority to amend your operating schedule to incorporate the proposed measures as conditions.

Alternatively should you disagree with the proposed measures, then please complete **Part 3** and again return the complete document to this office as soon as possible.

### PART 1 - to be completed by the Responsible Authority:

**West Yorkshire Police** propose the following control measures / conditions under the Licensing Act 2003 (in **addition** to those that you may have already offered), for the premises:-

**HALTON MOOR SPORTS & SOCIAL CLUB  
75 CARTMELL DRIVE  
HALTON MOOR  
LEEDS. LS15 0DE**

Having considered the application under the Licensing Act 2003 for the above premises, West Yorkshire Police considers that the following measures are relevant, proportionate and necessary in order to promote the following licensing objectives:-

- the prevention of crime & disorder
- the prevention of public nuisance
- the protection of children from harm

### Measures / Additional measures proposed:

The Premises Licence Holder, Designated Premises Supervisor and all members of staff will ask for proof of age from any person appearing to be under the age of 21 who attempts to purchase alcohol at the premises.

No alcohol shall be sold or supplied, or entertainment offered, at any time or in any part of the club premises in accordance with this Premises Licence other than to:-

- (a) a member of the club who may not-:
  - (a) be admitted to membership, or
  - (b) be admitted, as a candidate for membership, to any of the privileges of membership,  
without an interval of at least two days between their nomination or application for membership and their admission;
- (b) a bona fide guest of such a member;
- (c) associate members and their guests;
- (d) Other persons than at (a) (b) & (c) attending bona fide functions, which have been organised with and authorised by the management committee of the club in advance;
- (e) Members of visiting teams for recreational / sporting events taking place on the club premises or within the grounds of the club, together with officials and supporters accompanying those visiting teams.

On every occasion that the club is being used in accordance with paragraph (d) above, West Yorkshire Police will be notified of any such event by the club giving 14 days advance written notice.

NOT PROTECTIVELY MARKED

## NOT PROTECTIVELY MARKED

On each occasion, the advance written notification shall provide the following information,

- (i) The name and full contact details of the organiser of the function booked with the club, who may be requested to provide a guest list at the discretion of West Yorkshire Police,
- (ii) Alternatively, the name and full contact details of the external promoter of the function booked with the club, who may be requested to provide a guest list at the discretion of West Yorkshire Police,
- (iii) The date and time that the function is due to start and finish,
- (iv) A short description of the nature of the function,
- (v) State the licensable activities that will be carried on at the premises during the function,
- (vi) Is the function for the whole or a part of the premises?
- (vii) How many people are expected to attend the function?
- (viii) Will door supervisors be employed specifically for the function?
- (ix) If so, what are the contact details for who employs the door supervisors?
- (x) If not, how will the management committee of the club and club staff monitor the numbers present at the function?

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

There shall be rules of the club for the election of club members and other matters which are at the discretion of the clubs management committee.

A copy of such rules shall be deposited with the Licensing Authority and the Police on an annual basis and due at the start of every calendar year.

In addition, notice of any alteration in any of the club rules shall be given to the Licensing Authority and the Police within 14 days of the alterations being made.

A list of names and addresses of all members of the club shall be kept on the premises, to be produced at any time if requested, by an officer of the Licensing Authority or a Police Officer.

West Yorkshire Police are satisfied that the proposed measures are not adequately dealt with by other legislation.

By signing the declaration enclosed overleaf at **Part 2**, the applicant agrees to incorporate the proposed measures as conditions within the Operating Schedule for the said premises.

Upon the satisfactory completion of the declaration, West Yorkshire Police will provide notice to the Licensing Authority that our representation is withdrawn in accordance with schedule 10(a) of the Licensing Act 2003 (Hearings) Regulations 2005.

  
Bob Patterson  
Leeds District Licensing Officer

Date: 3<sup>rd</sup> March 2010.

## NOT PROTECTIVELY MARKED

**NOT PROTECTIVELY MARKED**

**PART 2 – to be completed by the applicant or applicant’s representative:**

Consent for all proposed control measures / conditions under the Licensing Act 2003.

Name & Address of Premises:

**HALTON MOOR SPORTS & SOCIAL CLUB  
75 CARTMELL DRIVE  
HALTON MOOR  
LEEDS. LS15 0DE**

I / We .....

confirm that I am / we are the applicant / the applicants representative (delete as appropriate) for the premises as stated above.

In signing this document:-

- I / we agree with the measures proposed by West Yorkshire Police,
- I / we provide our consent for the Licensing Authority to incorporate the said measures into the operating schedule for the stated premises as conditions, and furthermore,
- I / we confirm the premises will then operate in accordance with those conditions agreed to.

**Signed:**

**Dated:**

**NOT PROTECTIVELY MARKED**

**PART 3 – to be completed by the applicant or applicant’s representative:**

Proposed control measures / conditions under the Licensing Act 2003

Name & Address of Premises:  
**HALTON MOOR SPORTS & SOCIAL CLUB**  
**75 CARTMELL DRIVE**  
**HALTON MOOR**  
**LEEDS. LS15 0DE**

I / We .....

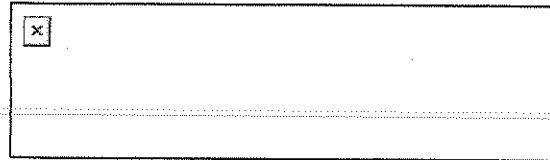
confirm that I am / we are the applicant / the applicants representative (delete as appropriate) for the premises as stated above.

I / We formally advise that we are not prepared to accept the proposed measures as suggested by the West Yorkshire Police.

In this instance we understand that West Yorkshire Police will maintain their representation to my /our application, which will now proceed to a hearing before the Licensing Sub-Committee, at which I / we will be required to attend.

**Signed:**

**Dated:**



Richardson & Co. Solicitors  
2<sup>nd</sup> Floor  
Phoenix House  
3 South Parade  
Leeds  
LS1 5QX

**Environmental Protection Team**  
Leeds City Council  
Kent Road  
Pudsey  
Leeds  
LS28 9BN

Contact: Mrs. Vanessa Holroyd  
Tel: 0113 214 6251  
Fax: 0113 214 6250  
vanessa.holroyd@leeds.gov.uk

Your reference:

Our reference: PREM/02839  
5 February 2010

Dear Sir/Madam

**Licensing Act 2003**

**Name of Premises: Halton Moor Sports & Social Club**

**Address: Halton Moor Social Club, Cartmell Drive, Halton, Leeds, LS15 0DE**

Thank you for submitting your application for the above premises.

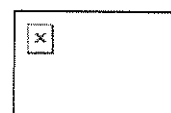
Leeds City Council's health and environmental action service is of the opinion that your application contains insufficient information about how you intend to meet the licensing objective of the prevention of public nuisance.

We therefore confirm that we are submitting a formal representation against your application on the grounds that the objective relating to the prevention of public nuisance will not be met.

However the Leeds City Council's health and environmental action service is of the opinion that the said objective could be met should you be prepared to incorporate certain identified measures within your operating schedule.

Please find enclosed a document which at Part 1 contains the suggested measures which this authority considers are proportionate and appropriate to the nature of your application.

Should you be in agreement with the suggested measures then please signify this by completing and signing Part 2 of the enclosed form and return the complete document to this office as soon as possible. Please contact the above named officer if you require any clarification on any of these measures.



Upon receipt of your consent at Part 2, it will be taken that you signify your wishes for the licensing authority to amend your operating schedule to incorporate the proposed measures.

Alternatively, should you disagree with the proposed measures, then please complete Part 3 and return the completed document to this office as soon as possible.

I would also take this opportunity to advise you that if the opening hours as proposed under this application are different to those on the current planning approval, then you should also make an application for variation of hours to the development control section of the development department if you have not already done so. If you operate without planning permission, this may result in a breach of the relevant planning condition. Should you wish to discuss this matter further, development control can be contacted on 0113 222 4409.

Yours faithfully

Mrs. Vanessa Holroyd  
Senior Environmental Health Officer

Encs

## **PART 1**

### **To be completed by the responsible authority**

#### **Leeds City Council's Health and Environmental Action Service Proposed controlled measures under the Licensing Act 2003**

**Name of Premises: Halton Moor Sports & Social Club**

**Address: Halton Moor Social Club, Cartmell Drive, Halton, Leeds, LS15 0DE**

The application premise is in a residential area with housing in close proximity to the front and to the right hand side. It has a flat above with planning permission to convert this into 2 flats and has a large garden to the rear.

Having considered the application under the Licensing Act 2003 for the above premises, the Leeds City Council's health and environmental action service considers that the following measures are proportionate and necessary in order to promote the following licensing objective:

- Prevention of public nuisance

#### **Noise and Vibration**

1. Licensable activities shall be conducted and the facilities for licensed activities shall be designed and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties.
2. Noise from a licensable activity at the premises shall be inaudible at the nearest noise sensitive premises after 23.00 hours and at all times if entertainment takes place on more than 30 occasions per year.
3. There shall be no external loudspeakers
4. Bottles will not be placed in any external receptacle after 23.00 hours to minimise noise disturbance to neighbouring properties.
5. Noise from plant or machinery shall be inaudible at the nearest noise sensitive premises during the operation of the plant or machinery. Plant and machinery shall be regularly serviced and maintained to meet this level.
6. The PLH/DPS will ensure patrons use beer gardens, external areas and play areas in a manner which does not cause disturbance to nearby residents and business in the vicinity. Patrons will not use such areas after 23:00 for the consumption of food or alcohol.
7. The activities of persons using the external areas shall be monitored after 23:00 hours and they shall be reminded to have regard to the needs of local residents and to refrain from shouting and anti social behaviour etc when necessary.



8. The PLH/DPS will adopt a "cooling down" period where music volume is reduced towards the closing time of the premises.

#### **Litter**

9. The PLH/DPS shall ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter.

#### **Transport / Pedestrian Movement**

10. Clear and legible notices will be displayed at exits, car parks and other circulatory areas requesting patrons to leave the premises quietly having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti-social behaviour.
11. The designated premises supervisor and any door supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.
12. A facility will be provided for customers to order private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent position on the premises.

Signed:

Dated:

## PART 2

### To be completed by the applicant or applicant's representative

Consent for proposed controlled measures under the Licensing Act 2003

**Name of Premises: Halton Moor Sports & Social Club**

**Address: Halton Moor Social Club, Cartmell Drive, Halton, Leeds, LS15 0DE**

I/We .....

confirm that I am / we are the applicant / the applicant's representative (*delete as appropriate*) for the premises as stated above.

In signing this document I/we agree with the measures proposed by Leeds City Council's health and environmental action service, and we provide our consent for the licensing authority to incorporate the said measures into the operating schedule for the stated premises.

Signed:

Dated:

Please return this document to:

**Environmental Protection Team**  
Leeds City Council  
Kent Road  
Pudsey  
Leeds  
LS28 9BN

**PART 3**

**To be completed by the applicant or applicant's representative**

Proposed controlled measures under the Licensing Act 2003

**Name of Premises: Halton Moor Sports & Social Club**

**Address: Halton Moor Social Club, Cartmell Drive, Halton, Leeds, LS15 0DE**

I/We .....

confirm that I am / we are the applicant / the applicant's representative (*delete as appropriate*) for the premises as stated above.

I/We formally advise that we are not prepared to accept the proposed measures as suggested by Leeds City Council's health and environmental action service.

In this instance we understand that Leeds City Council's health and environmental action service will maintain their representation to my /our application, which will now proceed to a hearing before the licensing sub-committee.

Signed:

Dated:

Please return this document to:

**Environmental Protection Team**  
Leeds City Council  
Kent Road  
Pudsey  
Leeds  
LS28 9BN

**White Emma**

**From:** Teale Rachael  
**Sent:** 17 February 2010 16:40  
**To:** Entertainment Licensing  
**Cc:** White Emma  
**Subject:** PREM/02839

Dear Emma

On behalf of Vanessa Holroyd this department has received a signed Part 2 from Halton Moor Sports and Social Club. This department therefore withdraws the representation

Regards,  
Mrs Rachael Teale  
Senior Environmental Health Officer  
Environmental Protection Team  
Kent Road  
Pudsey  
LS28 9BN

Tel: 0113 2146247

Please note I work Tuesday to Thursday