



---

**Report of the Assistant Chief Executive (Corporate Governance)**

**Report to the Licensing Sub Committee**

**Date:** 31st January 2011

**Subject:** Application for the Grant of a Premises Licence for Raja's, 13-15 Grand Arcade, Leeds, LS1 6PG

---

**Electoral Wards Affected:**

City & Hunslet



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 premises situated at 13-15 Grand Arcade, Leeds, LS1 6PG, trading as Raja's.

The premises, comprising of a basement, ground and first floor, were formerly a shop unit that faces onto New Briggate.

The applicant intends to operate the premises as a food outlet open to the public during the following days and hours:-

Sunday to Thursday 11:00am to 04:00am

Friday & Saturday 11:00am to 05:00am

The applicant intends to provide the following licensable activities:-

Recorded Music: - (INDOORS ONLY)

Sunday to Thursday 11:00am to 03:30am

Friday & Saturday 11:00am to 04:30am

**Provision of Late Night Refreshment: - (INDOORS ONLY)**

Sunday to Thursday 23:00pm to 04:00am

Friday & Saturday 23:00pm to 05:00am

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

**Purpose of this Report**

1.1 To advise Members of an application made under section 17 of the Licensing Act 2003 ("the Act") for a Premises Licence in respect of the above mentioned premises.

1.2 Members are required to consider this application due to the receipt to representations.

**2.0 History of Premises**

2.1 The premises have never been licensed and this is therefore the first application for the grant of a Premise Licence.

**3.0 The Application**

3.1 The applicant is Mr. Asim Hanif,

3.2 The location of the premises can be found on the map attached as 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:

3.4 Proposed licensable activities

Provision of late night refreshment  
Performance of recorded Music

3.5 Proposed hours of licensable activities

The proposed hours of licensable activities are as follows:

Provision of late night refreshment	
Friday & Saturday	23:00 - 05:00
Sunday to Thursday	23:00 - 04:00

Performance of recorded Music	
Friday & Saturday	11:00 - 04:30
Sunday to Thursday	11:00 - 03:30

3.6 Proposed times when the premises is open to the public

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

Friday & Saturday	11:00 - 05:00
Sunday to Thursday	11:00 - 04:00

### 3.7 Steps to promote the licensing objectives

The applicant proposes to take specific steps to promote the licensing objectives identified in the Pro-Forma Risk Assessment; a copy of which is attached as Appendix C of this report.

## 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 Representations have been received from the following Responsible Authorities:

West Yorkshire Police

Members are invited to consider Appendix D of this report.

Environmental Protection Team

Members are invited to consider Appendix E of this report.

4.3 Representations have been received from interested parties.

Cllr. James Monaghan

Members are invited to consider Appendix F 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 the making of 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.

5.3 Members should note that these premises fall within a Cumulative Impact Area. The Cumulative Impact Policy for this area reads as follows:

It is the council's policy, on receipt of relevant representations, to refuse new and variation applications in Area 1 for alcohol led premises such as bars, pubs and nightclubs and for premises seeking late night refreshment such as takeaways and late opening restaurants, unless the applicant can demonstrate that their application would not add to the cumulative impact of such licensed premises in the area.

## **Options available to members**

5.4 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.
- Exclude any licensable activities to which the application relates.
- Reject the whole or part of the application.

5.5 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.

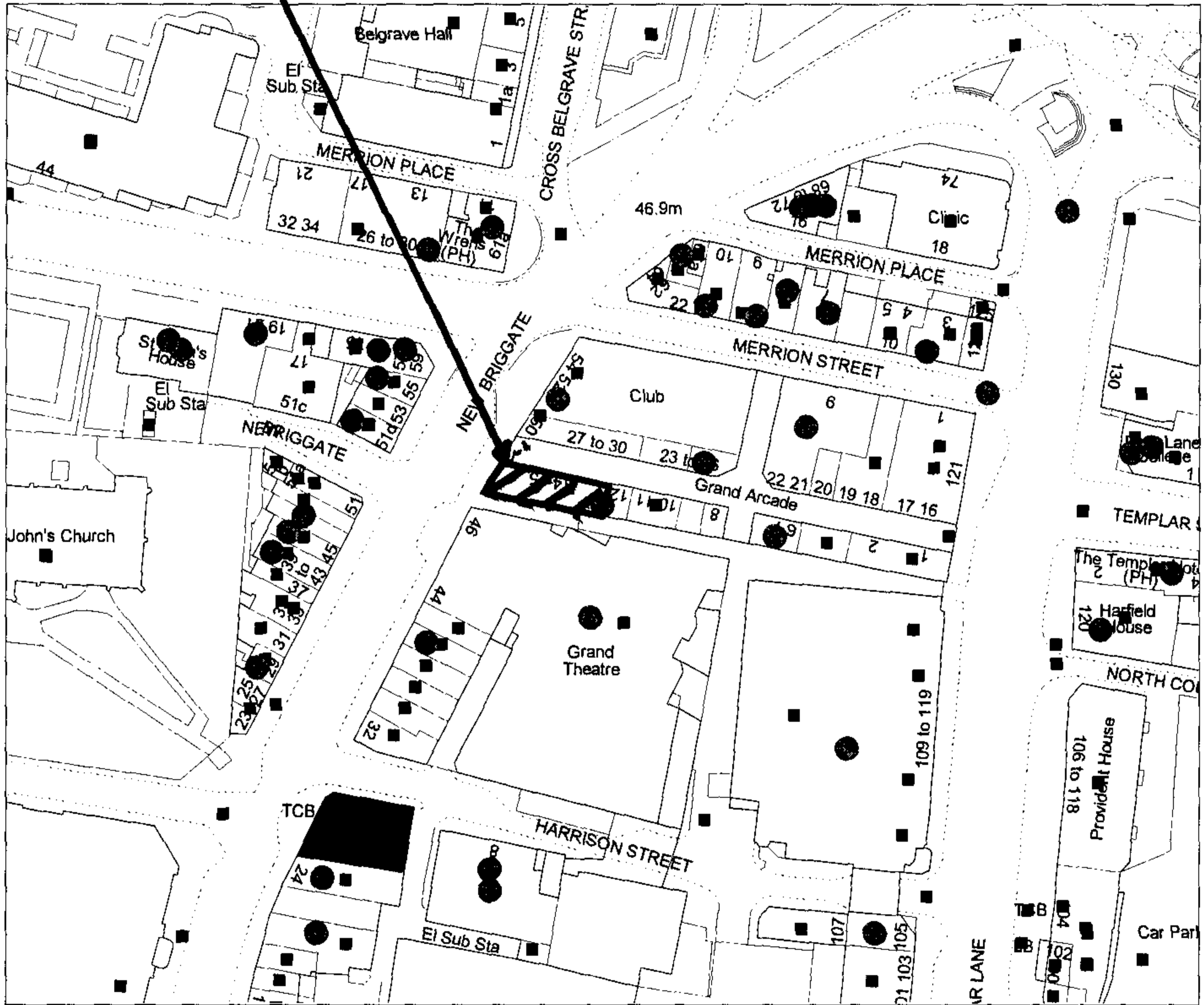
## **Background Papers**

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



## Raja's, 13-15, Grand Arcade, Leeds LS1 6PG

### Application for the Grant of a Premise Licence



Km 0.02 0.04 0.06 0.08 0.1 0.12 0.14 0.16 0.18 0.2

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

© Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings

Leeds City Council O.S. Licence No 100019567  
© Crown Copyright all rights reserved

<b>Date:</b>	18 January 2011
<b>Scale:</b>	1:1250

SCANNED

PREM/02993

APPENDIX B



PREM1

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 Asim Hanif c/o Raja's

(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 13 - 15 Grand Arcade	
Post Town Leeds	Postcode LS1 6PG

ENTERTAINMENT LICENSING  
08 DEC 2010  
RECEIVED

Telephone number at premises (if any)

07970216508

Non-domestic rateable value of premises

£31,750

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 Please tick  Yes
  - a function discharged by virtue of Her Majesty's prerogative

**(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.

<b>Name:</b>
<b>Address:</b>
<b>Registered number (where applicable)</b>
<b>Description of applicant (for example partnership, company, unincorporated association etc)</b>
<b>Telephone number (if any)</b>
<b>Email address (optional)</b>



**Part 3 - Operating Schedule**

When do you want the premises licence to start?

Day		Month		Year			
1	3	1	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.

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

An existing Listed Grade 2 brick building known as Leeds Arcade situated between New Briggate and Vicar Lane in the City Centre. We have taken over one of the units that faces New Briggate and have use of a basement, ground and first floor level. The external fabric of our premises is mainly made up of brick and full height glass materials.

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 <input checked="" type="checkbox"/> Yes |
|--|---|
| a) plays (if ticking yes, fill in box A)   | <input 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 type="checkbox"/>                            |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)   | <input type="checkbox"/>                            |
| e) live music (if ticking yes, fill in box E)  | <input 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 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 type="checkbox"/>            |
| k) entertainment of a similar description to that falling within (i) or (j)(if ticking yes, fill in<br>box K) | <input type="checkbox"/>            |
| L) <u>Provision of late night refreshment</u> (if ticking yes, fill in box L)                                 | <input checked="" type="checkbox"/> |
| M) <u>Supply of alcohol</u> (if ticking yes, fill in box M)   | <input 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 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 performing plays</b> (please read guidance note 4)		
Thurs					
Fri			<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).		
Sat					
Sun					

**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**

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details here (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thurs			
Fri			
Sat			
Sun			

**State any seasonal variations for indoor sporting events** (please read guidance note 4)

**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** (please read guidance note 5).

**D**

Boxing or wrestling entertainment 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
Day	Start	Finish		Outdoors
Mon				<input type="checkbox"/>
Tue				<input type="checkbox"/>
Wed				<input type="checkbox"/>
Thurs				<input type="checkbox"/>
Fri				<input type="checkbox"/>
Sat				<input type="checkbox"/>
Sun				<input type="checkbox"/>

**Both**

**Please give further details here** (please read guidance note 3)

**State any seasonal variations for boxing or wrestling entertainment** (please read guidance note 4)

**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** (please read guidance note 5).

**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 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 performance of live music</b> (please read guidance note 4)	
Thurs					
Fri				<b>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</b> (please read guidance note 5).	
Sat					
Sun					

**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"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	1100	0330	<b>Please give further details here</b> (please read guidance note 3) <b>Low background ambient music playing through speakers and televisions</b>	Both	<input type="checkbox"/>
Tue	1100	0330			
Wed	1100	0330	<b>State any seasonal variations for playing recorded music</b> (please read guidance note 4)		
Thurs	1100	0330			
Fri	1100	0430	<b>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</b> (please read guidance note 5).		
Sat	1100	0430			
Sun	1100	0330			

**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 type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)	
Mon				
Tue				
Wed			<b>State any seasonal variations for the performance of dance</b> (please read guidance note 4)	
Thurs				
Fri				
Sat			<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</b> (please read guidance note 5).	
Sun				

**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				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Tue			<b>Please give further details here</b> (please read guidance note 3)	
Wed				
Thurs				
			<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 4)	
Fri				
Sat				
			<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</b> (please read guidance note 5).	
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"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	
Tue				
Wed			State any seasonal variations for the provision of facilities for making music (please read guidance note 4)	
Thurs				
Fri			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 (please read guidance note 5).	
Sat				
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).	
Day	Start	Finish	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>	Please give a description of the facilities for dancing you will be providing
Mon			Please give further details here (please read guidance note 3)	
Tue				
Wed			State any seasonal variations for providing dancing facilities (please read guidance note 4)	
Thurs				
Fri			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 (please read guidance note 5).	
Sat				
Sun				

**K**

<b>Provision of facilities for entertainment of a similar description to that falling within I or J</b> Standard days and timings (please read guidance note 6)			<b>Please give a description of the type of entertainment facility you will be providing</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Will the entertainment facility be indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).</b>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b>Please give further details here (please read guidance note 3)</b>		
Wed					
Thurs			<b>State any seasonal variations for the Provision of facilities for entertainment of a similar description to that falling within J or K (please read guidance note 4)</b>		
Fri					
Sat			<b>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 (please read guidance note 5).</b>		
Sun					

**L**

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both - please tick [Y] (Please read guidance note 2)</b>		Indoors <input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>		Outdoors	<input type="checkbox"/>
Mon	1100	0400		Both	<input type="checkbox"/>
Tue	1100	0400	<b>Please give further details here (please read guidance note 3)</b>		
Wed	1100	0400			
Thurs	1100	0400	<b>State any seasonal variations for the provision of late night refreshment (please read guidance note 4)</b>		
Fri	1100	0500			
Sat	1100	0500	<b>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 (please read guidance note 5).</b>		
Sun	1100	0400			



**M**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption</b> (Please tick [Y]) Please read guidance note 7).	On the premises <input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>		Off the premises <input type="checkbox"/>
Mon			<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)	Both <input type="checkbox"/>
Tue				
Wed				
Thurs			<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).	
Fri				
Sat				
Sun				

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

Name

Address

Postcode

Personal Licensing Number (if known)

Issue Licensing Authority (if known)

**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)**

N/A

**O**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4)
Day	Start	Finish	
Mon	1100	0400	<p><b>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</b> (please read guidance note 5).</p>
Tue	1100	0400	
Wed	1100	0400	
Thurs	1100	0400	
Fri	1100	0500	
Sat	1100	0500	
Sun	1100	0400	

**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)**

see pro forma risk assessment

**b) The prevention of crime & disorder**

see pro forma risk assessment

**c) Public safety**

see pro forma risk assessment

**d) The prevention of public nuisance**

see pro forma risk assessment

**e) The protection of children from harm**

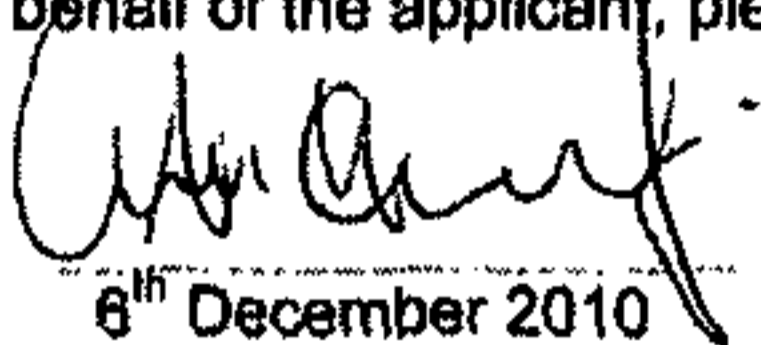
see pro forma risk assessment

- 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:  \_\_\_\_\_  
 Date: 6<sup>th</sup> December 2010 \_\_\_\_\_  
 Capacity: Applicant \_\_\_\_\_

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)	

## 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**



**Leeds**  
CITY COUNCIL

Please complete the details below:

Applicant name:	Mr Asim Hanif c/o Raja's	<b>ENTERTAINMENT LICENSING</b>  08 DEC 2010  <b>RECEIVED</b>
Business name:	Raja's	
Business address:	13 - 15 Grand Arcade, Leeds	
		Postcode: LS1 6PG

**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 part of your application 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 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 checked="" type="checkbox"/> N/A <input 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	
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 type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Is the DPS contactable in emergency?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" 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 type="checkbox"/> N/A <input checked="" type="checkbox"/>
Are they Security Industry Authority (SIA) registered?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you specify a minimum number of door supervisors?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" 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 checked="" type="checkbox"/>
Do you have a policy with the door supervisor or security company which covers:	
<ul style="list-style-type: none"> <li>• Vetting customers entering the premises?</li> </ul>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• Is there a prominently displayed written search policy on the premises?</li> </ul>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• Controlling customers entering, within or leaving the premises?</li> </ul>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• Safeguarding the public within and immediately outside the premises?</li> </ul>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• Notifying WYP at the earliest opportunity of any problems or incidents?</li> </ul>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• Exclusion of persons who have had too much to drink or appear inclined to disorder?</li> </ul>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" 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 checked="" 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 checked="" type="checkbox"/>
Do you have an Incident Report Register?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" 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 type="checkbox"/> N/A <input checked="" 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 checked="" type="checkbox"/>
• seizing drugs/weapons found	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• a purpose made secure receptacle for items seized	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• informing the police of any search and seizure	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• prominently display notices to inform customers of the policy	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" 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	

<p>Notices will be prominently displayed at the entrances of the premises which state:</p> <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>	4PF018	
---	--------	--

### Communication

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

<u>Proof of Age</u>	
Have you adopted a proof of Age Scheme?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Have all staff been instructed of the steps required to prevent under age sales of alcohol?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<u>Glass and Bottles</u>	
Do you have a policy for the frequent collection of glasses and bottles?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" 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 type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you use plastic or toughened polycarbonate (or similar) drinking glasses/bottles when necessary?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" 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	
<b>Glass and Bottles</b> 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	
<b>Alcohol Designated Public Places Orders</b> 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**

<b>Membership of a Recognised Body</b> Do you belong to a Licensees Association/Body	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
If YES, please state which body .....	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<b>Exclusion from Premises</b> Do you operate a system of excluding customers who are known to cause problems?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
If YES:	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• Is this your own system or	
• a system run by a local licensees body	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<b>Dispersal Policy</b> 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)	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

If YES:			
• Was this agreed with WYP (and BTP where applicable)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
• Are all bar and door staff trained on the policy?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

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 <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
---	------------------------------	-----------------------------	---

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

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	✓
<p>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:</p> <p>a) Each socket-outlet circuit shall be protected by a residual current device having a rated residual operating current not exceeding 30mA, or</p> <p>b) Each individual socket-outlet shall be protected by an integral residual current device having a rated residual operating current not exceeding 30mA.</p> <p>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.</p>	4PF050	✓

### General Housekeeping

Do you have written procedures for the inspection of:		
• 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 checked="" type="checkbox"/>	NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES: Has the risk of scalding or burns been assessed?	YES <input checked="" 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 type="checkbox"/> NO <input checked="" 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 type="checkbox"/> N/A <input checked="" 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 21:00/22:00/23:00* *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:  
**All steps will be taken as outlined below**  
.....  
.....

- 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) .....

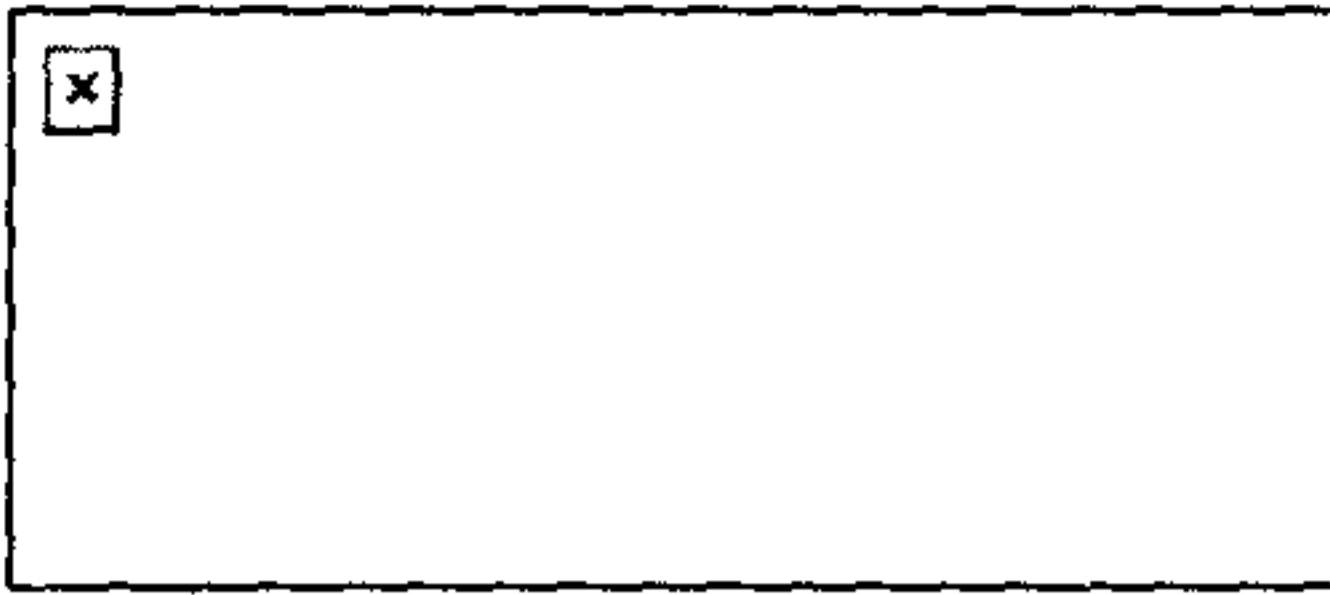
<b>Suggested condition</b>	<b>Code</b>	✓
The PLH/DPS shall ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter	4PF070	✓

**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?

NOT PROTECTIVELY MARKED



**Licensing Department**  
 Millgarth Police Station  
 Millgarth Street  
 Leeds  
 LS2 7HX

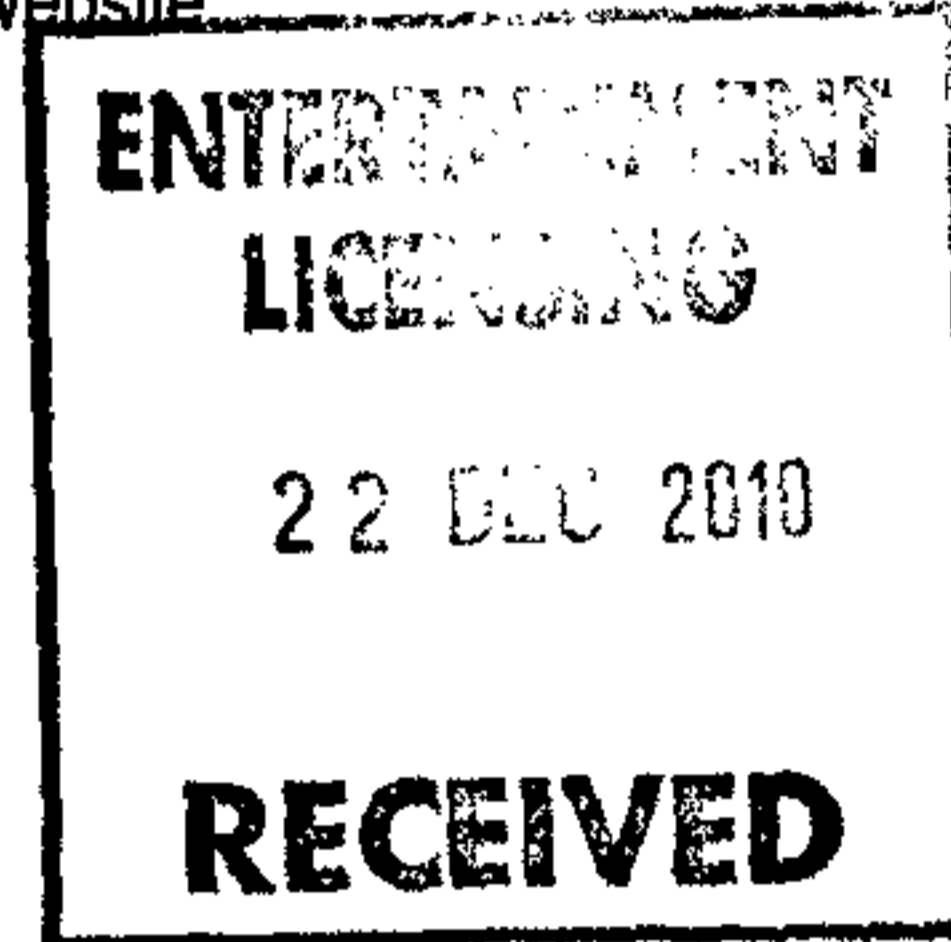
**Leeds District Licensing Department**

Tel: 0113-2413072  
 Fax: 0113-2413123  
 Email:  
 catherine.arkle@westyorkshire.pnn.police.uk  
 Website:

Your ref:  
 Our ref:

22nd December 2010

**Mr. Asim Hanif**  
**Fairfield House**  
**12, Vincent Street**  
**Hopwood Lane**  
**Halifax**  
**HX1 4EN**



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

**RE: RAJA'S, 13-15, THE GRAND ARCADE, LEEDS, LS1 6PG**  
**NEW PREMISES LICENCE – LICENSING ACT 2003:**  
**POLICE – LETTER OF OBJECTION**

Thank you for submitting your application for the above premises.

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. public safety.

The New Briggate area is already highly populated with licensed premises and is one of the three violent crime hotspots which have been identified in the city centre through police statistical evidence. There are already a number of late night refreshment establishments, bars and nightclubs in close proximity to the proposed premises which suffer from a high volume of incidents both inside and outside the premises. These incidents are usually alcohol related and, whilst we accept that some premises do not sell alcohol, they do attract inebriated persons from near by clubs and bars, resulting in higher than average violent crime associated with their premises and on the street.

NOT PROTECTIVELY MARKED

## **NOT PROTECTIVELY MARKED**

Your application is for the provision of late night refreshment provided 'indoors'. As I understand the legislation this does not rule out your operating as a takeaway as well as a restaurant, something which gives us cause for concern.

Late night refreshment premises are well known for being 'flash points' of violence where people come together and confrontations often lead to violence.

This area currently does not form part of the Cumulative Impact Area but by the time this matter comes to hearing the new policy will be in force. The new policy includes New Briggate but your application pre-dates its inception. I therefore cannot base my objection on the new Cumulative Impact Policy(CIP) but the same issues which have brought about the new CIP – alcohol fuelled violent crime, drunkenness and general anti-social behaviour associated with the area – exist nevertheless at this location prior to the new CIP being implemented.

New Briggate also forms one of the main corridors out of the city to the north. It suffers from extreme congestion especially on weekends due to the number of people trying to leave the city via this route. Due to this severe congestion West Yorkshire Police and Leeds City Council Highways Department have been in discussions over closing New Briggate to vehicular traffic at peak times in the interests of public safety, to prevent crime and disorder and to prevent public nuisance. It also allows for easier dispersal as people will be able to walk in the road and this should lead to a reduction in violent crime/incidents

Recently, in an attempt to address the violent crime, West Yorkshire Police have been in talks with the licensed premises in the 3 different hot spot areas. Agreements have been reached with some of the premises, including three late night refreshment houses in your area, that on a Friday and Saturday night they will provide an extra member of door staff, at their own expense, to work alongside the police as a street marshal. Some premises provide 1 street marshal outright whereas the smaller concerns 'team up' with similar premises to share the financial burden. These street marshals work in conjunction with the police for a 4 hour period to diffuse situations on the street and ensure public safety at peak times. The New Briggate 4 hour period is from midnight until 04:00.

The fact that there are already a high volume of late night licensed premises in the area does not necessarily mean that a responsible operator could not come into the area and help 'raise the bar', but it does pose significant problems, and in my opinion your application does not go far enough in assuring West Yorkshire Police that the licensing objectives would not be undermined. The offer of CCTV is appreciated but effectively this is all that has been offered and we would expect more in this area and for the times applied.

West Yorkshire Police remain convinced that the granting of another late night refreshment licence in this area would undermine the Licensing Objectives, especially the prevention of crime and disorder and public nuisance, whatever measures were put in place to try and avoid this, and therefore object outright to the application.

However, should the Licensing Authority wish to grant your application in part or in full we would ask for the following conditions to be imposed:

- A suitable CCTV system will be maintained and be operational on the premises at all times when licensed activities are being carried out.
- CCTV security footage will be made secure and retained for a minimum period of 31 days time to the satisfaction of WYP.
- At all times that licensable activities are taking place there shall be a member of staff on duty who is able to operate the CCTV system and download footage immediately on request of a police officer or Leeds City Council Enforcement Officer.

**NOT PROTECTIVELY MARKED**

## **NOT PROTECTIVELY MARKED**

- There will be a communication link to the WYP and other relevant venues in the locality by means of the Nitenet radio
- Such communication link will be kept in working order at all times when licensable activities are taking place
- At all times that the premises licence is in force there shall be a minimum of 2 door staff employed at the premises.

Yours sincerely,

PC Cath Arkle  
Divisional Licensing Officer  
City and Holbeck

**NOT PROTECTIVELY MARKED**

# APPENDIX E

x

Mr Asim Hanif  
Fairfield House  
12 Vincent Street  
Hopwood Lane  
Halifax  
HX1 4EN

Environmental protection team  
Leeds City Council  
Knowsthorpe Gate  
Cross Green  
Leeds LS9 0NP

Contact: M Bird  
Tel: 0113 3951162  
Fax:

Our reference: PREM/02993  
21 December 2010

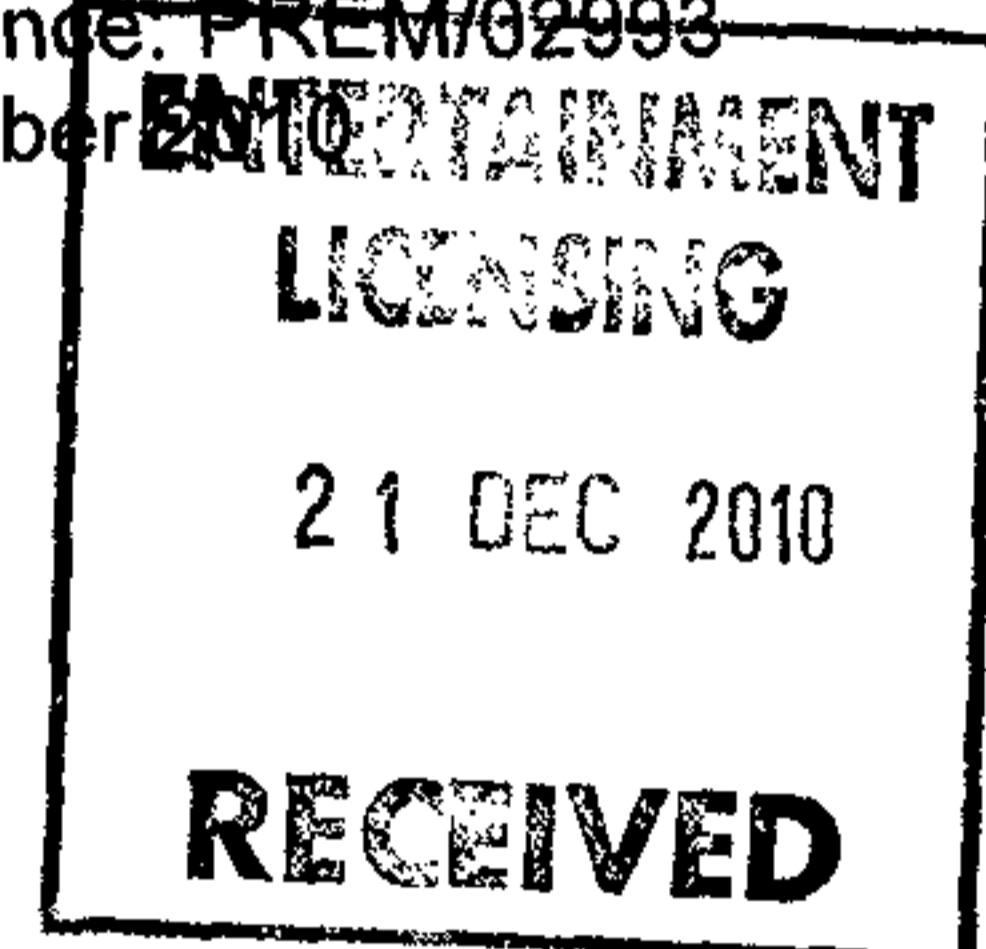
Dear Sir/Madam

**Licensing Act 2003**

**Name of Premises: Raja's**

**Address: 13-15 Grand Arcade, Leeds, LS1 6PG**

Thank you for submitting your application for the above premises.



Leeds City Council's health and environmental action service (HEAS) 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 objection to your application.

However you could meet this objective by incorporating certain identified measures within your operating schedule. Therefore, please find enclosed a document which at part 1 contains the suggested measures which we consider are proportionate and appropriate to the nature of your application.

If you are in agreement with the suggested measures then please complete and sign part 2 of the enclosed form and return the complete document to me as soon as possible. Once we receive this it will be taken that you wish the licensing authority to amend your operating schedule to incorporate the proposed measures. If you have any questions please do not hesitate to contact me.

If you disagree with the suggested measures, then please complete part 3 and return the complete document to me as soon as possible.

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 planning services. If you operate without planning permission, this may result in a breach of the relevant planning condition. If you wish to discuss this matter further please contact the development enquiry centre 0113 222 4409.

Yours faithfully

Encs

x

## **PART 1**

**SCANNED**

**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: Raja's, 13-15 Grand Arcade, Leeds, LS1 6PG**

### **Premises Summary**

The application premises is situated towards the edge of Leeds city centre in a generally commercial area, although there is residential accommodation in relatively close proximity to the front. When facing the premises from New Briggate there is the Grand Theatre to the right; commercial premises to the front, which includes a hotel and residential accommodation above a public house; and commercial premises to the left and rear.

The submitted application is to provide food from 11.00 until potentially 05.00 and provide recorded music until potentially 04.30. The application does not include the sale of alcohol, live music or the provision of dancing, which would suggest the premises will operate as a restaurant only. However, the use of recorded music has the potential to disturb surrounding noise sensitive occupants if its turned up loud enough.

In recent times, this Department has dealt with a number of complaints of music noise from nearby commercial premises which has disturbed surrounding occupants. In addition, patrons leaving premises in the early hours of the morning can also disturb nearby residents. Unfortunately, the operating schedule and pro forma conditions proposed by the applicant in the submitted Licence application does not suggest measures to control these aspects.

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. Noise from a licensable activity at the premises shall be inaudible at the nearest noise sensitive premises.
2. Clear and legible notices will be displayed at exits 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.
3. 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.

Signed:

Dated:

Richardson, Adele

---

From: Monaghan, Cllr James  
Sent: 16 December 2010 13:59  
To: Entertainment Licensing  
Cc: Farrington, Martin  
Subject: Raja's, 13-15 Grand Arcade, Leeds, LS1 6PG

I am writing to object to the licensing application by Raja's, 13-15 Grand Arcade, Leeds, LS1 6PG to offer late night refreshment until 4am and 5am. The premises front onto New Briggate, but are in a unit in the Grand Arcade

New Briggate is in my opinion a Jekyll and Hyde street. With the Grand Theatre and Howard Assembly Rooms it is one of the main tourist and entertainment attractions in the city. There are some great independent shops and it is a key public transport hub for the city.

But at night it turns into something completely different with large numbers of takeaways it attracts drunk revellers from all over the city centre and private hire cars that bring the street to a stand still. It is an unpleasant place to be with large groups of drunk people and frequent antisocial behaviour and disorder.

I believe granting another hot food takeaway in this area will exacerbate the existing problems and lead to more disorder in the area. I am also seriously concerned about the effect another takeaway on this street will have on the Grand Theatre. We are surrounding one of our cultural gems with uses that do not cater to the people that attend the theatre and may actually put off people from being in the area.

For these reasons I would request the licensing panel turn down the application and if they can I would recommend a site visit late in an evening to see how bad the problems are for themselves.

James

Cllr James Monaghan  
Leadsingley ward

