
Report of the Assistant Chief Executive (Corporate Governance)

Report to the Licensing Sub Committee

Date: Monday 7th March 2011

Subject: Application for the Grant of a Premises Licence for Naeem's Tandoori, 62 Stainbeck Road, Leeds, LS7 2PW

Electoral Wards Affected:

Moortown



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 the premises situated at 62 Stainbeck Road, Leeds, LS7 2PW, trading as Naeem's Tandoori.

The application is for a premises wishing to operate as a takeaway with the sole provision of Late Night Refreshment. The proposed hours of operation are noted at 3.3 of this report.

The initial hearing to determine this application took place on Monday 7th February 2011 and was subsequently adjourned. Members were concerned whether or not the measures suggested by West Yorkshire Police are necessary and proportionate for the promotion of the crime prevention objective.

Members adjourned the hearing to allow time for the applicant to collect additional information as detailed at 3.3(vi), of this report.

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

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 Naeem's Tandoori located at 62 Stainbeck Road, Leeds, LS7 2PW. 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.

3.0 The Application

3.1 The applicant is Mr Abdul Khaled.

3.2 The location and 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

L Late Night Refreshment

ii) Proposed hours of licensable activities

The proposed hours of licensable activities are as follows:

Late Night Refreshment

Sunday to Thursday	23:00 – 00:00
Friday and Saturday	23:00 – 01:00

iii) Proposed times when the premises is open to the public

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

Sunday to Thursday	17:00 – 00:00
Friday and Saturday	17:00 – 01:00

iv) Non-Standard Timings

Non-standard timings are not proposed in this application.

v) Steps to promote licensing objectives

The applicant proposes to take the steps identified in the Pro-Forma Risk Assessment to promote the Licensing Aims. A copy of the Assessment is attached at **Appendix C** of this report.

vi) Adjournment

The application was originally scheduled for hearing on 7th February 2011, where Members were concerned whether or not the measures suggested by West Yorkshire Police are in fact necessary to promote the prevention of crime and disorder. Members require additional information in order to reach a decision on this issue.

The additional information requested is set out below.

- a) The exact capabilities of the existing CCTV system at the premises including details as to its ability to retain images, the length of this retention and the means by which images may be downloaded for production to third parties;
- b) What adjustments, if any, would be required to bring the existing CCTV system up to the standard proposed by West Yorkshire Police; and
- c) The time, details and nature of crimes recorded in the vicinity of the premises over the last 12 months.

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 The following Responsible Authorities have made representations:

- **West Yorkshire Police**

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

5.0 Agreed Representations

5.1 In conjunction with the above, representations received from responsible authorities can be agreed prior to the hearing.

5.2 Conditions agreed with the following responsible authorities:

- **Environmental Health Services**

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

- **Development Department**

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

5.3 It should be noted that the agreement reached with Environmental Health and the Development Department includes a reduction to the hours for licensable activities and opening of the premises. Those hours agreed are:

Monday to Friday	18:00 – 00:00
Saturday	08:00 – 00:00
Sunday	18:00 – 23:00

6.0 Matters Relevant to the Application

6.1 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

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

7.0 Options Available to Members

7.1 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
- Reject whole or part of the application

7.2 Members of the Licensing sub committee are asked to note that they may not modify the conditions or reject 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



Leeds City Council
Entertainment Licensing

PREM/02989 - Naeem's Tandoori

62 Stainbeck Road, Leeds, LS7 2PW



Km 0.025 0.05 0.075 0.1 0.125 0.15 0.175 0.2 0.225 0.25 0.275 0.3

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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Date:	21 January 2011
Scale:	1:2000

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~~ MR A. KHALED

(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	
NAEEM'S TANDOORI 62 STAINBECK ROAD	
Post Town	Postcode
LEEDS	LS7 2PW

Telephone number at premises (if any)

0113 2899933

Non-domestic rateable value of premises

£ 4,600.00

Part 2 - Applicant details

Please state whether you are applying for a premises licence as

Please tick Yes

- | | |
|---|---|
| a) An individual or individuals* | <input checked="" type="checkbox"/> please complete section (A) |
| b) a person other than an individual* | |
| i) as a limited company | <input type="checkbox"/> please complete section (B) |
| ii) as a partnership | <input type="checkbox"/> please complete section (B) |
| iii) an unincorporated association or | <input type="checkbox"/> please complete section (B) |
| iv) other (for example, a statutory corporation) | <input type="checkbox"/> please complete section (B) |
| c) a recognised club | <input type="checkbox"/> please complete section (B) |
| d) a charity | <input type="checkbox"/> please complete section (B) |
| e) the proprietor of an educational establishment | <input type="checkbox"/> 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.

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

Part 3 - Operating Schedule

When do you want the premises licence to start?

Day		Month		Year			

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 -

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

HOT FOOD TAKE AWAY TO A GROUND FLOOR
MID TERRACE PROPERTY IN A PARADE OF
SHOPS

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 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 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)
(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
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

Plays 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			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 4)		
Thurs					
Fri			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 (please read guidance note 5).		
Sat					
Sun					

B

Films 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			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for the exhibition of films please read guidance note 4)		
Thurs					
Fri			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 (please read guidance note 5).		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details here</u> (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	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed					
Thurs					
Fri					
Sat					
Sun					

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

Live Music 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			Please give further details here (please read guidance note 3)	Both <input type="checkbox"/>
Tue				
Wed			State any seasonal variations for the performance of live music (please read guidance note 4)	
Thurs				
Fri			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 (please read guidance note 5).	
Sat				
Sun				

F

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

G

Performance of dance Standard days and timings (please read guidance note 6)			Will the performance of dance 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			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 4)		
Thurs					
Fri			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).		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment you will be providing</u>		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors	<input type="checkbox"/>
Mon				Please give further details here (please read guidance note 3)	Outdoors
Tue			Both		<input type="checkbox"/>
Wed			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Thurs					
Fri			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).		
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"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>	
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed					
Thurs					State any seasonal variations for the provision of facilities for making music (please read guidance note 4)
Fri					
Sat					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).
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 type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>	
Day	Start	Finish	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

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"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Mon				
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)	
Day	Start	Finish	Indoors <input checked="" type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>	
Mon	11 PM	12 AM		
Tue	11 PM	12 AM		
Wed	11 PM	12 AM		
Thurs	11 PM	12 AM		
Fri	11 PM	1 AM		
Sat	11 PM	1 AM		
Sun	11 PM	12 AM		

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick [Y]) Please read guidance note 7).	On the premises <input type="checkbox"/> Off the premises <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4) Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5).	
Mon				
Tue				
Wed				
Thurs				
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)

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	12 PM 5 PM	12 AM	<p>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).</p>
Tue	5 PM	12 AM	
Wed	5 PM	12 AM	
Thurs	5 PM	12 AM	
Fri	5 PM	1 AM	
Sat	5 PM	1 AM	
Sun	5 PM	12 AM	

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)

[Empty response box for objective a)

b) The prevention of crime & disorder

[Empty response box for objective b)

c) Public safety

EMERGENCY LIGHTING
FIRE EXTINGUISHERS

d) The prevention of public nuisance

[Empty response box for objective d) with a faint horizontal line]

e) The protection of children from harm


[Empty response box for objective e) with a faint horizontal line]

- 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: 29th November 2010

Capacity: licence holder

For joint applications, signature of 2nd applicant or 2nd 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.

PRO FORMA - RISK ASSESSMENT - FOR PREMISES LICENCE APPLICATIONS (V3.0)

Please complete the details below:

Applicant name: MR A. KHALED
Business name: NAEEM'S TANDOORI
Business address: 62 STAINBECK Postcode: LS7 2PW
LEEDS

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. 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.

RISK ASSESSMENT - PRO FORMA V3.0

Crime and Disorder

Crime and disorder 1 - CCTV		
Do the premises have CCTV? YES <input 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 type="checkbox"/>		
have you agreed a policy on the retention and security of the footage with WYP? YES <input type="checkbox"/> / NO <input 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 type="checkbox"/>		
(NB unless WYP have agreed CCTV is not required, a representation is likely)		
Crime and disorder 1 - potential control measures	CODE	✓
A suitable CCTV system will be maintained and be operational on the premises at all times when licensed activities are being carried out	CD1	
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.	CD2	
Changes to the siting and standard of CCTV systems may only be made with the written consent of West Yorkshire Police	CD3	
Security footage will be made secure and retained for a period of time to the satisfaction of WYP.	CD4	

RISK ASSESSMENT - PRO FORMA V3.0

Crime and Disorder

Crime and Disorder 2 - Designated Premises Supervisor (DPS)		
Will the DPS generally be on site? YES <input type="checkbox"/> / NO <input type="checkbox"/> / <input type="checkbox"/> N/A Is the DPS contactable in emergency? YES <input 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 type="checkbox"/>		
Crime and Disorder 2 - potential control measures	CODE	✓
A Supervisors 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.	CD5	
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.	CD6	

Crime and Disorder

Crime and Disorder 3 - door supervisors and other security staff

Do you use registered door supervisors or security staff?

YES / NO / N/A

Are they Security Industry Authority (SIA) registered?

YES / NO / N/A

Do you specify a minimum number of door supervisors?

YES / NO / N/A

If YES, state the number of staff _____

Has this been agreed with WYP?

YES / NO / N/A

Do you have a policy with the door supervisor or security company which covers:

• vetting customers entering the premises?

YES / NO / N/A

• controlling customers entering, within or leaving the premises?

YES / NO / N/A

• safeguarding the public within and immediately outside the premises?

YES / NO / N/A

• notifying WYP at the earliest opportunity of any problems or incidents?

YES / NO / N/A

• exclusion of persons who have had too much to drink or appear inclined to disorder?

YES / NO / N/A

Do you have a Daily Record Register within which door supervisors / security staff sign on and off duty?

YES / NO / N/A

Can you identify who was on duty at any particular time?

YES / NO / N/A

Do you have an Incident Report Register?

YES / NO / N/A

RISK ASSESSMENT - PRO FORMA V3.0

Crime and Disorder

Crime and Disorder 3 - potential control measures	CODE	✓
The minimum number of door supervisors for the premises is _____	CD7	
The Licensee will ensure that a 'Daily Record Register' is maintained on the premises by the door staff.	CD8	
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 (verified by the individual's signature).	CD9	
The Daily Record Register will be retained for a period of twelve months from the date of the last entry.	CD10	
Security staff / designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.	CD11	
The Licensee will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti social behaviour, and ejections from the premises.	CD12	
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, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.	CD13	
The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.	CD14	

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Crime and Disorder

Crime and Disorder 4 - Drugs and offensive weapons		
Do you have a policy and procedure to prevent use of illegal drugs or weapons (eg a search policy)? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Has this been agreed with WYP? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input 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"/>	
• providing safe storage 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"/>	
• display notices to inform customers of the policy	YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>	
Crime and Disorder 4 - potential control measures	CODE	✓
A policy for searching patrons at the entrance to premises will be adopted.	CD15	
The Licensee will inform West Yorkshire Police of any search resulting in a seizure of drugs or offensive weapons.	CD16	
A suitable 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.	CD17	
Notices will be displayed at the entrances of the premises which state:	CD18	
<ul style="list-style-type: none"> • a search will be conducted as a condition of entry to premises; • incidents of crime and disorder will be reported to the police; • entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; • 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 		

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Crime and Disorder

Crime and Disorder 5 - 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 type="checkbox"/>		
Has this been agreed with WYP? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Crime and Disorder 5 - potential control measures	CODE	✓
The premises will be linked to West Yorkshire Police (and other venues in the area/scheme) by means of (specify):	CD19	
Such communication link will be kept in working order at all times	CD20	
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.	CD21	
Any police instructions or directions given via the link will be complied with whenever given.	CD22	
All incidents of crime or disorder will be reported via the link to an agreed police contact point.	CD23	

Crime and Disorder

Crime and Disorder 6a - Responsible sale of alcohol

Proof of Age

Have you adopted the WYTS (West Yorkshire Trading Standards) Proof of Age Scheme or similar?

YES / NO / N/A

Have all staff been instructed of the steps required to prevent under age sales of alcohol? YES / NO / N/A

Glass and Bottles

Do you have a policy for the frequent collection of glasses and bottles?

YES / NO / N/A

Do you take steps to prevent glasses/bottles being removed from the premises, e.g. instruction to door/bar staff, display of notices?

YES / NO / N/A

Do you use plastic or toughened glasses/bottles when necessary?

YES / NO / N/A

Alcohol Designated Public Places Orders

If you are in the area of an Alcohol Designated Public Places Order (DPPO), do you display notices advising customers of that Order and its effects?

YES / NO / N/A

Crime and Disorder 6a - potential control measures

CODE



Proof of Age

The Licensee will adopt a proof of age scheme which is approved by WYP and West Yorkshire Trading Standards (WYTS)

CD24

The Licensee's 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.

CD25

or

The Licensee's staff will ask for evidence from any person appearing to be under the age of 18 who attempts to purchase alcohol at the premises.

CD26

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Crime and Disorder

Crime and Disorder 6a - potential control measures cont...	CODE	✓
<p><u>Glass and Bottles</u></p> <p>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.</p>	CD27	
<p>The Licensee will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.</p>	CD28	
<p>Plastic or toughened glasses/bottles will be used in all outdoor areas.</p>	CD29	
<p>Plastic or toughened glasses/bottles will be used when requested by West Yorkshire Police (e.g. football match days)</p>	CD30	
<p><u>Alcohol Designated Public Places Orders</u></p> <p>Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be displayed at the exits to the premises.</p>	CD31	

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Crime and Disorder

Crime and Disorder 6b - Responsible sale of alcohol

Membership of a Recognised Body

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

If YES, please state which body

Exclusion from Premises

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

If YES:

- is this your own system or please
- a system run by a local licensees body tick

Dispersal Policy

Do you have a written dispersal policy (eg. A policy on how you disperse your clientele from your premises to reduce the risk of anti social behaviour)

YES / NO / N/A

If YES:

- was this agreed with WYP? YES / NO / N/A
- are all staff trained on the policy? YES / NO / N/A

Crime and Disorder 6b - potential control measures	CODE	✓
The Licensee will belong to a recognised trade body or Pub Watch Scheme, whose aims include the promotion of the licensing objectives	CD32	
The Licensee will ensure that customers who commit acts of anti-social behaviour are removed from the premises. Such customers will be excluded from the premises if further incidents occur.	CD33	
The Licensee will comply with the agreed protocols of the local pubwatch scheme(s) or trade body where unilateral banning orders are implemented.	CD34	
The Licensee 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 Licensee or DPS will ensure that staff receive training on the policy.	CD35	
At least thirty minutes will be allowed between the final sales of alcohol and closing the premises. The DPS will permit customers to finish their drinks and leave the premises in an orderly manner.	CD36	

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Crime and Disorder

Crime and Disorder 7 – 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 type="checkbox"/>		
Crime and Disorder 7 – potential control measures	CODE	✓
Each area shall be supervised and shall display signs advising clients of the rules and conditions of licence regarding improper performances.	CD37	
Performers shall be aged not less than 18 years.	CD38	
Nothing shall be done, recited, sung, exhibited, or performed which is likely to cause a breach of the peace.	CD39	
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.	CD40	
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.	CD41	
No performance shall include any sex act with any other performers, persons in the audience or with the use of any objects.	CD42	
A price list should be displayed in a prominent position giving the price and time allowed for the dance routine.	CD43	
Performers/dancers not performing must not be in the licensed area in a state of nudity.	CD44	
CCTV to be installed and maintained in the premises to the satisfaction of the West Yorkshire Police.	CD45	
The recordings will be produced to a police constable or authorised officer of the Council, on request.	CD46	
Booths, private rooms and areas must be visible to supervision and must not have closing doors or curtains that prevent the performance being observed.	CD47	

RISK ASSESSMENT - PRO FORMA V3.0

Public Safety

Public Safety 1 - Health and Safety		
Do you have an up-to-date written Health and Safety assessment for the premises? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Public Safety 1 - potential control measures	CODE	✓
A written risk assessment will be kept which covers all activities which affect the health and safety of members of the public. This will include the noise levels to which the public are to be exposed and information will be provided for the public via signage at the entrance. The assessment will be produced for inspection at the request of an authorised officer.	PS1	
Public Safety 2 - Crowd control and management		
<u>Crowd Control and Management</u>		
Do you have a capacity limit for the venue? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
If YES is this:		
<ul style="list-style-type: none"> • imposed by West Yorkshire Fire and Rescue Service (WYFRS) • imposed by an existing licence • a voluntary limit 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Do you have a policy/procedure for entry / egress control? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Do you have a policy/procedure for crowd control and management? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
If YES:		
Are all staff trained in these policies / procedures? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Public Safety 2 - potential control measures	CODE	✓
The capacity of the premises is _____, and at all times the number of persons on the premises will not exceed that figure.	PS2	

RISK ASSESSMENT - PRO FORMA V3.0

Public Safety

<p>The Licensee will adopt at the premises written policies and procedures on:</p> <ul style="list-style-type: none"> • Entry and egress to the premises (including monitoring of any capacity limit) • Evacuation of the premises <p>The Licensee will ensure staff are trained on these measures, and all other matters relating to the safety of the public.</p>	PS3	
<p>The licensee will maintain an electronic system for monitoring capacity control within the premises. This system will be linked via monitors around the premises to a central office.</p> <p>NB: This control measure is encouraged by WYFRS for large premises which are spread over multiple levels.</p>	PS4	
<p>Appropriately trained staff will be provided to oversee general safety within the premises, and these will be provided to a minimum number of one member of staff per 250 occupancy or part thereof, in accordance with the occupancy figure.</p>	PS5	
<p>Where the licensable activities are held on floors other than the ground floor level the ratio of supervisors will increase to 1 per 100 occupancy or part thereof on those levels.</p>	PS6	
<p>The Licensee will have a written procedure for crowd control and management. All staff will be instructed in the operation of the procedure. The policy will be available for inspection at the request of an authorised officer.</p>	PS7	
Public Safety 3 - Management arrangements		
<p><u>Management Arrangements</u></p> <p>Do you have procedures for the following?</p> <p>Accident / incident reporting YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p> <p>Routine maintenance YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p> <p>Daily inspection of public areas YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p> <p>Recording relevant tests / inspections YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p> <p>Collecting glasses/bottles with particular emphasis on balcony areas YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p>		
<p>Public Safety 3 - potential control measures</p>	<p>CODE</p>	<p>✓</p>
<p>All exit doors will be accessible, open easily, and exit routes will be maintained.</p>	PS8	

RISK ASSESSMENT - PRO FORMA V3.0

Public Safety

Safety checks, including doors, will be undertaken before opening to the public and a record kept of inspections. Also any inward opening Entrance / Exit door must be permanently held open on Cabin Hooks during Licensed hours. To alter this arrangement written permission of the Fire Service is required.	PS9	
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.	PS10	
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.	PS11	
All equipment with which the public may have contact, will be maintained, stored and operated in a safe manner. Appropriate maintenance and test records will be kept and be available for inspection by an authorised officer..	PS12	
Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.	PS13	
Public Safety 4 - Fire safety		
Do you have systems for installing, testing and maintaining the following:		
Fire detection systems	YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>	
Fire fighting / suppression systems	YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>	
Alarm systems	YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>	
Electrical installations	YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>	
Portable electrical appliances	YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>	
Emergency lighting systems	YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>	
Music cut out systems	YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>	
Use of fire retardant materials	YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>	
General fire precautions	YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>	
Have these been agreed by WYFRS?	YES <input type="checkbox"/> / NO <input type="checkbox"/>	
If NO, please give details of which systems and reasons:		
.....		
Public Safety 4 - potential control measures	CODE	✓
Electrical installations will be inspected on a periodic basis (at least every 5 years) by a suitably qualified and competent person. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.	PS14	

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Public Safety

Portable electrical appliances including those brought in temporarily onto the premises will be checked on a regular basis by a suitably trained and competent person to ensure they are in a safe condition. Records will be kept of these checks. These will be made available at the request of an authorised officer	PS15	
Temporary electrical wiring and distributions will be inspected by a suitably qualified and competent person before they are put into use. An Inspection record/certificate will be retained for inspection by an authorised officer.	PS16	
The Licensee will maintain an electrical manually operated fire alarm system that can be clearly heard in all parts of the premises to the satisfaction WYFRS.	PS17	
The Licensee will maintain a fire alarm system with automatic heat and smoke detectors. The systems requirements, testing and operation will be to the satisfaction of WYFRS.	PS18	
The positioning of the electrical fire alarm system, smoke and heat detectors will be agreed with WYFRS.	PS19	
Fire alarm tests will be carried out daily and recorded in a suitable log book. The log book will be made available for inspection by an authorised officer..	PS20	
All staff will be trained in operating the alarm system and be familiar with the fire and escape routes and action to be taken in the event of fire.	PS21	
The Licensee will install and maintain electrical emergency lighting. The source of supply for this lighting will be separate from that for the general lighting. The emergency lighting will be positioned in areas agreed with the WYFRS. These areas will include passages, corridors, ramps and stair cases. The emergency lighting will allow individuals to see their way out of the premises without the aid of general lighting.	PS22	
The emergency lighting will perform on a complete failure of the normal lighting in a manner agreed with WYFRS. The emergency lighting will meet the British safety standards stipulated by WYFRS.	PS23	
The Licensee will provide to the satisfaction of WYFRS exit sign (Running Man) boxes lit by both primary and emergency lighting. These exit sign (Running Man) boxes will be placed in positions agreed with WYFRS. The size, illumination and design of the sign(s) will be agreed with WYFRS.	PS24	
Exit doors will be provided with external primary and emergency lighting points to the satisfaction of the WYFRS. The design of external fire escape route will be to the satisfaction of WYFRS.	PS25	

RISK ASSESSMENT - PRO FORMA V3.0

Public Safety

Public Safety 4 - potential control measures cont...	CODE	✓
The siting, number, fire rating and standard of fire extinguishers will be agreed with WYFRS prior to installation and will comply with that agreement at all times.	PS26	
The emergency lighting system will be tested in a manner which satisfies WYFRS. The test results will be kept in a suitable log book and will be available for inspection by an authorised officer.	PS27	
The Licensee will provide any kitchen on the premises with a fire blanket which meets the standards recommended by WYFRS. The fire blanket will be installed and maintained to the satisfaction of the WYFRS.	PS28	
All curtains and drapes in the premises will be fire retardant and to the satisfaction of WYFRS. Certificates of compliance to the relevant British Standards will be available for inspection by an authorised officer.	PS29	
Fabric, foliage and decorations will be constructed from materials to the satisfaction of the WYFRS. Certificates of compliance to the relevant British Standards will be available for inspection by an authorised officer.	PS30	
The filling materials used in the furnishings will be combustion modified foam or other material to the satisfaction of WYFRS. Evidence of compliance to the relevant British Standards will be available for inspection by an authorised officer.	PS31	
Any wall coverings at the premises, or on escape routes will be to the satisfaction of the WYFRS. Evidence of compliance to the relevant British Standards will be available for inspection by an authorised officer.	PS32	
Floor coverings at the premises will comply with those safety standards as stipulated by WYFRS. Evidence of compliance to the relevant British Standards will be available for inspection by an authorised officer.	PS33	

RISK ASSESSMENT - PRO FORMA V3.0

Public Safety

Public Safety 5 - Structural safety		
Do you regularly inspect and record inspections of structural elements of the venue? e.g. floors, balconies, stairs, ceilings YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Public Safety 5 - potential control measures	CODE	✓
The Licensee will make provision for regular inspections of the premises structure. A written record of these inspections will be kept. The records will be made immediately available for inspection at the request of an authorised officer.	PS34	
At the request of an authorised officer the Licensee will produce certification of any building works carried out at the premises. (This will be in the form of a building regulations completion certificate issued by the local authority or an approved inspector)	PS35	
Public Safety 6 - General housekeeping		
Do you have written procedures for the inspection of: Furnishings and fabrics YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/> Suspended decorations/lights/ amplification systems YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/> Guarding to stairs/balconies/ landings/ramps YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/> Condition of floor surfaces YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/> Provision of safety glazing YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/> Guardings to fires or open flames YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Public Safety 6 - potential control measures	CODE	✓
Regular safety checks of decorative and functional fixtures that could fall causing injury to the public or may cause a risk of fire, will be undertaken.	PS36	

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Public Safety

Public Safety 6 - potential control measures cont...	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.	PS37	
All floor surfaces will be suitably slip resistant, kept in good condition and free of obstructions to prevent slips, trips and falls.	PS38	
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.	PS39	
Regular safety checks of guardings to fires and open flames will be undertaken, and a supervision policy will be maintained to prevent people from inappropriate behaviour.	PS40	
Safety checks will be recorded and made available for inspection at the request of an authorised officer	PS41	
A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.	PS42	

RISK ASSESSMENT - PRO FORMA V3.0

Public Safety

Public Safety 7 - Refreshments		
Do you prepare hot food / drinks in proximity to the public? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
If YES:		
has the risk of scolding or burns been assessed? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Public Safety 7 - potential control measures	CODE	✓
The risk of scald and burns to the public from hot food and drink preparation will be assessed and a procedure implemented.	PS43	
Hot food and drink preparation will be isolated or shielded from members of the public to prevent risk of scalds or burns to them.	PS44	✓
Public Safety 8 - First Aid		
Do you have staff trained in First Aid? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
If YES, please state numbers _____		
Do you provide facilities for treatment of minor injuries (e.g. First Aid box)? YES <input 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 type="checkbox"/> / N/A <input type="checkbox"/>		
Public Safety 8 - potential control measures	CODE	✓
Suitably trained First Aid staff will be provided at all times when the premises are open.	PS45	
An appropriately qualified medical practitioner will be present throughout any sporting entertainment.	PS46	
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.	PS47	
Adequate and appropriate First Aid equipment and materials will be available on the premises.	PS48	✓
A written 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.	PS49	

RISK ASSESSMENT - PRO FORMA V3.0

Public Safety

Public Safety 9 - 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 type="checkbox"/>		
If YES, please list the safety measures employed, e.g. prior notification to WYFRS, notices displayed to advise customers.		
Public Safety 9 - potential control measures	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.	PS50	
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.	PS51	
Fireworks or pyrotechnics will not be used without prior written notification to WYFRS.	PS52	
Public Safety 10 - Disabled people		
Do you have written procedures for the safe evacuation of disabled people? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Are staff trained on the procedure? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Public Safety 10 - potential control measures	CODE	✓
The Licensee will ensure that there is a procedure for the safe evacuation of disabled persons.	PS53	
Staff will be trained in the procedure and a record kept of such training.	PS54	

RISK ASSESSMENT - PRO FORMA V3.0

Prevention of public nuisance

Public Nuisance 1 - Noise and vibration		
<u>Noise and vibration</u>		
Identify the potential sources of noise and vibration which apply to your premises:		
Amplified music	<input type="checkbox"/>	
Unamplified music	<input type="checkbox"/>	
Singing and speech	<input type="checkbox"/>	
Waste disposal, including bottle bins	<input type="checkbox"/>	
Plant and machinery, including extraction systems	<input type="checkbox"/>	
Food preparation	<input type="checkbox"/>	
Cleaning	<input type="checkbox"/>	
Identify where sources of noise may occur outside your premises:		
Beer garden	<input type="checkbox"/>	
Play area	<input type="checkbox"/>	
Car park	<input type="checkbox"/>	
Temporary structure	<input type="checkbox"/>	
Plant and equipment	<input type="checkbox"/>	
Identify which measures are in place/proposed		
Soundproofing	<input type="checkbox"/>	
Air conditioning to allow windows to be kept closed	<input type="checkbox"/>	
Sound limiters	<input type="checkbox"/>	
Use of lobby doors	<input type="checkbox"/>	
Cooling down period with reduced music volume	<input type="checkbox"/>	
Fixed and appropriate times for collection of waste	<input type="checkbox"/>	
Restricted use of outdoor areas	<input type="checkbox"/>	
No external loud speakers	<input type="checkbox"/>	
Are the premises located near noise sensitive properties? Eg. residential areas, residential homes, hospitals.		
YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Public Nuisance 1 - potential control measures	CODE	<input checked="" type="checkbox"/>
No nuisance will be caused by noise or vibration emanating from the premises. Licensable activities will be conducted and the facilities for licensed activities will be designed and operated so to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties.	PN1	<input checked="" type="checkbox"/>

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Prevention of public nuisance

Public Nuisance 1 - potential control measures cont...	CODE	✓
Noise from the premises shall be inaudible at the nearest noise sensitive premises (i) after 23.00 hours and (ii) at any time when entertainment, as defined by paragraph 2 of Schedule 1 of the Licensing Act 2003, takes place on more than 30 occasions per year	PN2	
There will be no external loudspeakers	PN3	
Bottles will not be placed in any external receptacle after 23.00 hours to minimise noise disturbance to adjoining properties	PN4	
No nuisance will be caused by noise or vibration emanating from the premises from external plant or equipment.	PN5	
The rating level of noise from plant and machinery will be no higher than 5dB below the lowest background level at the most affected noise sensitive premises during the operation of the plant. Plant and machinery will be regularly serviced and maintained to continue to meet the rating level.	PN6	
The Licensee will ensure patrons use beer gardens, external areas and play areas in manner which does not cause nuisance to nearby residents and business in the vicinity. Patrons will not use such areas after 21:00.	PN7	
The Licensee will adopt a "cooling down" period where music volume is reduced towards the closing time of the premises.	PN8	

RISK ASSESSMENT - PRO FORMA V3.0

Prevention of public nuisance

Public Nuisance 2 - Light pollution

Is external lighting provided?

YES / NO / N/A

If provided, have you ever received any complaints about the effect on local residents / businesses? YES / NO / N/A

If YES, please give details:

Please identify steps taken / proposed to address the complaint(s):

**Public Nuisance 2 -
potential control measures**

CODE

✓

The licensee will ensure that lighting provided for the purpose of customer and staff safety, for the security of the premises, and lighting associated with activities of entertainment and advertising is of such and intensity, suitably positioned and operated so as not to cause nuisance to neighbouring or adjoining premises.

PN9

Prevention of public nuisance

Public Nuisance 3 - Smell / odours		
Do you provide hot food on the premises? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Have you ever received complaints about smells from local residents / businesses? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
If YES, please give details		
.....		
.....		
.....		
Are extraction / filtration systems provided? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
If YES, do you have written procedures or a contract for regular maintenance of the systems? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Public Nuisance 3 - potential control measures	CODE	✓
The premises will be operated in a manner which will prevent unwanted odours causing a nuisance to persons in the immediate area or nearby properties.	PN10	✓
The premises will operate a suitable ventilation and extraction system. The system will be cleaned and maintained to the manufacture's instructions to prevent unwanted odours occurring.	PN11	✓

RISK ASSESSMENT - PRO FORMA V3.0

Prevention of public nuisance

<p>Public Nuisance 4 - Litter</p> <p>Does the premises sell takeaway food, drinks or other produce/packaging which may generate litter/waste? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p> <p>If YES, please identify the steps taken to prevent nuisance caused by litter</p> <p>.....</p> <p>.....</p> <p>Provision of litter bins <input type="checkbox"/></p> <p>Display of notices to customers <input type="checkbox"/></p> <p>Warnings/advice on packaging <input type="checkbox"/></p> <p>Instructions to staff to periodically clear litter from the street around the premises <input type="checkbox"/></p> <p>other (please specify)</p>		
Public Nuisance 4 - potential control measures	CODE	✓
The licensee will ensure that business waste is stored inside closed containers awaiting collection, that litter arising from people using the premises is cleared away regularly, that promotional materials such as flyers do not create litter, and that other street advertising is carried out lawfully.	PN12	✓

RISK ASSESSMENT - PRO FORMA V3.0

Prevention of public nuisance

<p>Public Nuisance 5 - Transport / pedestrian movement</p>		
<p>Do you have a procedure to ensure that local residents and businesses are not disturbed by customers entering and or leaving your premises:</p> <p>YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p> <p>If YES:</p> <p>What steps do you take to ensure that the procedure(s) works?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
<p>Public Nuisance 5 - potential control measures</p>	<p>CODE</p>	<p>✓</p>
<p>Clear and legible notices will be displayed at exits, car parks and other circulatory areas requesting patrons to leave the premises 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.</p>	<p>PN13</p>	
<p>Registered door staff will be employed and used where queues are likely to form to manage the queues and ensure:</p> <p>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.</p>	<p>PN14</p>	
<p>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.</p>	<p>PN15</p>	
<p>A facility will be provided for customers to order taxis/private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent location.</p>	<p>PN16</p>	

RISK ASSESSMENT - PRO FORMA V3.0

Protection of children from harm

Protection of children from harm 1 - 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

Protection of children from harm 1 - potential control measures

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.

PCH1

The Licensee will provide clear signage that entertainment of an adult nature is occurring which is not suitable for under 18s.

PCH2

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)

PCH3

The Licensee will not display outside the premises photographs or other images which indicate and suggest that striptease or similar entertainment takes place on the premises.

PCH4

Any person on the premises who can be observed from outside the premises will be properly and decently dressed.

PCH5

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 ensuring (minimising) that children are not exposed to unsuitable material which may harm their emotional or physical wellbeing.

PCH6

RISK ASSESSMENT - PRO FORMA V3.0

Protection of children from harm

Protection of children from harm 2 - Under age sales of alcohol		
Do the premises sell or supply alcohol? YES <input type="checkbox"/> / NO <input type="checkbox"/>		
Protection of children from harm 2 - potential control measures	CODE	✓
People under 18 will not be admitted.	PCH7	
The Licensee will adopt a proof of age scheme which is approved by WYP and West Yorkshire Trading Standards.	PCH8	
The Licensee's staff will ask for evidence of age from any person appearing to be under the age of 18 who is attempting to purchase alcohol at the premises.	PCH9	
Signs will be provided informing customers that sales will not be made to under 18s, and that age identification may be required.	PCH10	
Protection of children from harm 3 - Gambling		
Is there a strong element of gambling on the premises? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/>		
Protection of children from harm 3 - potential control measures	CODE	✓
People under 18 (including staff) will not be admitted to the premises at any time when gambling is taking place. or	PCH11	
There will be sufficient screening of the relevant entertainment from view of those under 18.	PCH12	

RISK ASSESSMENT - PRO FORMA V3.0

Protection of children from harm

<p>Protection of children from harm 4 - Performers under 18</p>		
<p>Do entertainment performances include performances by children and young persons under 18? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p> <p>NOTE The Children (Performance) Regulations 1968 as amended - continue to apply but are not conditions on the licence as that would be duplication</p>		
<p>Protection of children from harm 4 - potential control measures</p>	<p>CODE</p>	<p>✓</p>
<p>The Licensee will provide an adequate number of 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.</p>	<p>PCH13</p>	
<p>The venue will be suitable to accommodate safely the numbers of children intended.</p>	<p>PCH14</p>	
<p>All supervisors and crew will receive instruction on the fire procedures applicable to the venue prior to the arrival of the children</p>	<p>PCH15</p>	
<p>The Licensee will ensure that all special effects eg flashing lights, dry ice, smoke etc are suitable for the children involved in the performance.</p>	<p>PCH16</p>	

RISK ASSESSMENT - PRO FORMA V3.0

Protection of children from harm

<p>Protection of children from harm 5 - Entertainment and/or facilities specifically provided for children</p>		
<p>Is any entertainment/facilities specifically provided for children? YES <input type="checkbox"/> / NO <input type="checkbox"/></p> <p>If yes are the children unaccompanied or supervised by staff without parental presence (including where parents are elsewhere in the licensed premises) YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p> <p>Do you provide young persons discos or similar entertainment? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p>		
<p>Protection of children from harm 5 - potential control measures</p>	<p>CODE</p>	<p><input checked="" type="checkbox"/></p>
<p>The Licensee will ensure that a 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.</p>	<p>PCH17</p>	
<p>For closely seated audiences, ie 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 PCH19.</p>	<p>PCH18</p>	
<p>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.</p>	<p>PCH19</p>	
<p>Close supervision will be held when children use balconies and other raised areas.</p>	<p>PCH20</p>	
<p>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.</p>	<p>PCH21</p>	

RISK ASSESSMENT - PRO FORMA V3.0

Protection of children from harm

Protection of children from harm 6 - Films		
<p>Is there a known risk of children being admitted to classified performances which are unsuitable for their age group? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p>		
Protection of children from harm 6 - potential control measures	CODE	✓
Children will be restricted from viewing films in accordance with the recommendations of a competent body (Usually the British Board of Film Classification) or the Licensing Authority Where the Licensing Authority is to make recommendations on the admission of children to films (i.e. instead of a film classification body) then the operator will submit the film to the authority 28 days before exhibition so as to provide sufficient time for the Licensing Authority to classify the film.	PCH22	
When a Licensing Authority has made a recommendation on the restriction of admission of children to a film, notices will be displayed both inside and outside the premises stating the classification of any film or trailer. Notices will follow the Statutory Guidance suggested wording.	PCH23	
Immediately before each exhibition of a film which has been passed by the British Board of Film Classification, there should be a statement, for at least 5 seconds, which reproduces the certificate of the Board; or for a trailer, then a statement approved by the Board indicating the classification of the film.	PCH24	

RISK ASSESSMENT - PRO FORMA V3.0

Protection of children from harm

<p>Protection of children from harm 7 - Child protection measures</p>		
<p>Do you have a system for ensuring the suitability of staff who work closely with children? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p> <p>If YES state measures used:</p> <hr/> <hr/> <hr/>		
<p>Are your premises located near any adult orientated premises? Eg a sex shop / amusement arcade? YES <input type="checkbox"/> / NO <input type="checkbox"/> / N/A <input type="checkbox"/></p>		
<p>Protection of children from harm 7 - potential control measures</p>	<p>CODE</p>	<p>✓</p>
<p>The Licensee 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.</p>	<p>PCH25</p>	
<p>The Licensee will ensure staff receive training to deal with unaccompanied children on the premises and prevent them from harm.</p>	<p>PCH26</p>	
<p>The Licensee will comply with the written guidance for protecting children from harm issued by Leeds City Council, Department of Social Services.</p>	<p>PCH27</p>	
<p>The Licensee will liase 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.</p>	<p>PCH28</p>	

NOT PROTECTIVELY MARKED**Licensing Department**

Millgarth Police Station
Millgarth Street
Leeds
LS2 7HX

Leeds District Licensing Department

Tel: 0113-2414023
Fax: 0113-2413123
Email: Lynn.dobson
@westyorkshire.pnn.police.uk

11 January 2011

Mr A Khaled
62 Stainbeck Road
Leeds LS7 2PW

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

RE: 62 STAINBECK ROAD, LEEDS LS7 2PW.
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 15 December 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.

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.

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

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:-

**62 STAINBECK ROAD
LEEDS LS7 2PW**

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:

- A suitable CCTV system will be operational on the premises at all times when licensed activities are being carried out
- The system will conform with current West Yorkshire Police guidelines (West Yorkshire Police November 2010) in respect of business related CCTV equipment. It will be adequately maintained and be capable of transporting recorded material onto removable media
- 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 will be a member of staff on duty who is conversant with operating the CCTV system and who is able to download immediately any footage requested by an officer from any of the Responsible Authorities or the Licensing Authority.

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.

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

NOT PROTECTIVELY MARKED

Mr. Abdul Khaled
62 Stainbeck Road
Meanwood
Leeds
LS7 2PW

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

Contact: Mr. Mudhar
Tel: 0113 395 1171
Fax: 0113 2474947

Our reference: PREM/02989
Date: 10th January 2011

Dear Sir

Licensing Act 2003

Name of Premises: Naeem's Tandoori

Address: 62 Stainbeck Road, Meanwood, Leeds, LS7 2PW

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

Gurdip Mudhar
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: Naeem's Tandoori

Address: 62 Stainbeck Road, Meanwood, Leeds, LS7 2PW

The application premises are situated within a parade of shops. It appears that most of the shops have a living accommodation above. Further residential properties are situated adjacent to the shops and opposite side of the Stainbeck Road.

The application has been submitted for late night refreshment License and proposing to open the premises to the public during the following hours:

Sunday – Monday: 17:00 hours – 0.00 hours (midnight)

Friday – Saturday: 17:00 hours – 1:00 hours (midnight)

I understand that the opening hours of the application premises have been restricted by the Council's Planning Services in accordance with the following planning condition:

"The opening hours of the premises shall be restricted to 18.00 hours to 00.00 hours Monday to Friday 08.00 hours to 00.00 hours on Saturdays and 1800 hours to 2300 hours on a Sunday."

The Council's Health and Environmental Action Service therefore will not support an extension to the opening hours as proposed by the applicant.

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 Prevention of Public Nuisance Objective of the Licensing Act 2003:

Opening hours (In line with the Planning Permission)

1. The opening hours of the premises shall be restricted to 18.00 hours to 0.00 hours Monday to Friday, 08.00 hours to 00.00 hours on Saturdays and 18.00 hours to 23.00 hours on Sunday.

Noise and Vibration

2. 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.
3. 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.

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: Naeem's Tandoori
Address: 62 Stainbeck Road, Meanwood, Leeds, LS7 2PW

I / We MR. A. Khalid

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: 3-2-11

Please return this document to:
Gurdip Mudhar (Senior Environmental Health Officer)

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



Mr Abdul Khaled
62 Stainbeck Road
Meanwood
Leeds
LS7 2PW

City Development Department
The Leonardo Building
2 Rossington Street
LEEDS
LS2 8HD

Contact: **Chris Sanderson**
Tel: 0113 2478216
Fax: 0113 2478230

Your Ref:
Our Ref: Licence Applications

Date 7th January 2011

Dear Mr Khaled,

Subject: APPLICATION FOR PREMISES LICENCE

PART A

Thank you for submitting your application for licensed activities at:

Name of venue:- Naeem's Tandoori

Address:- 62 Stainbeck Road, Leeds, LS7 2PW.

We write to inform you we shall be objecting to your application and a copy of this letter will be sent to the Licensing Authority.

The premises were granted planning permission for the change of use of shop to take away hot food shop in August 2001 subject to a condition restricting the hours of use of the premises. The proposed hours of use set out in your premises license application exceed those allowed by the planning permission. The Development Department objects to the granting of a Premises License in the terms as applied for due to noise and disturbance being caused to nearby residential occupiers in particular above the parade as a result of the comings and goings of customers and their motor vehicles, from customers congregating on the street in the vicinity of the building and from activities within the building. It is considered that the opening hours applied for at these premises would conflict with the Licensing objective of preventing public nuisance.

The City Development Department considers that the extended opening hours proposed are unlikely to be acceptable and that a Premises Licence should not be granted outside the hours specified in the existing planning permission unless and until an express planning permission or a Certificate of Lawful Development is obtained by the operator of the premises to extend those operating hours. If you are willing to amend your application to the hours as specified in the existing planning permission, details of which are contained in Part B, then we shall withdraw our objection.



PART B

Licensing Act 2003 – Application for Premise Licence

On behalf of :

Naeem's Tandoori

For the premises known as and located at :

62 Stainbeck Road, Leeds, LS7 2PW.

I am the applicant / representative authorised by the applicant (delete as appropriate)

In signing this document I request that the Licensing Authority accept this letter signifying my wishes to amend the application to reflect the hours as detailed in the existing planning consent, as follows :

Planning permission has been granted for the change of use of shop to take away hot food shop (permission ref 26/244/01/FU dated 30-08-2001) subject to the following condition:

THE OPENING HOURS OF THE PREMISES SHALL BE RESTRICTED TO 18.00 HOURS TO 00.00 HOURS MONDAY TO FRIDAY 08.00 HOURS TO 00.00 HOURS ON SATURDAYS AND 1800 HOURS TO 2300 HOURS ON A SUNDAY.

THE REASON FOR THE CONDITION WAS IN THE INTERESTS OF AMENITY OF NEARBY RESIDENTS.

Signed :

Dated :

Please return this document to :

Development Department
The Leonardo Building
2 Rossington Street
LEEDS
LS2 8HD

Yours sincerely

Chris Sanderson
Principal Compliance Officer

Nelson, Matthew

From: Entertainment Licensing
Sent: 13 January 2011 16:43
To: Nelson, Matthew
Subject: FW: Naeems Tandoori, 62 Stainbeck Road, Leeds, LS7 2PW.

Mr Matthew Nelson
Licensing Officer
Entertainment Licensing
Legal, Licensing & Registration
Leeds City Council
Tel: 0113 247 4095
Fax: 0113 224 3885
e-mail: matthew.nelson@leeds.gov.uk
www.leeds.gov.uk

If you would like to offer feedback to Entertainment Licensing on the service you have received please visit our [customer feedback form](#).

From: Sanderson, Christopher
Sent: 13 January 2011 16:04
To: Entertainment Licensing; Wilson, Matthew; Mudhar, Gurdip
Subject: Naeems Tandoori, 62 Stainbeck Road, Leeds, LS7 2PW.

Matthew,

As discussed today following my telephone conversation with Mr Khaled I have now received a completed Part B for the above licence application.

Mr Khaled is agreeing to the licence application following the hours stipulated in the planning approval being;

1800 hours to 0000 hours Monday to Friday

0800 hours to 0000 hours on Saturdays

1800 hours to 2300 hours on a Sunday.

On this basis the City development department withdraws its objection to the application.

I will also send you a copy of the signed Part B.

Cheers

Chris Sanderson
Principal Compliance Officer
Compliance Services
Tel. No. 0113 2478216

14/01/2011