

# Premises Licence

Appendix A

## Public Register Copy

Initial licence from:

9th January 2007

Current Licence effective from:

4th December 2012

**Premises Address** Phono, 174 Lower Briggate, Leeds, LS1 6DT

### Licensable activities authorised by this licence

Sale by retail of alcohol, Provision of late night refreshment, Performance of live music, Performance of recorded music, Performance of dance, Provision of facilities for making music, Provision of facilities for dancing

### Times the licence authorises the carrying out of licensable activities

#### *Sale by retail of alcohol*

Friday & Saturday 11:00 - 08:00  
Sunday to Thursday 11:00 - 06:00

#### *Provision of late night refreshment*

Every Day 23:00 - 05:00

#### *Performance of live music*

Friday & Saturday 11:00 - 08:00  
Sunday to Thursday 11:00 - 06:00

#### *Performance of recorded music*

Friday & Saturday 11:00 - 08:00  
Sunday to Thursday 11:00 - 06:00

#### *Performance of dance*

Friday & Saturday 11:00 - 08:00  
Sunday to Thursday 11:00 - 06:00

#### *Provision of facilities for making music*

Friday & Saturday 11:00 - 08:00  
Sunday to Thursday 11:00 - 06:00

#### *Provision of facilities for dancing*

Friday & Saturday 11:00 - 08:00  
Sunday to Thursday 11:00 - 06:00

### The opening hours of the premises

Friday & Saturday 11:00 - 09:00  
Sunday to Thursday 11:00 - 07:00

Alcohol is sold for consumption on and off the premises

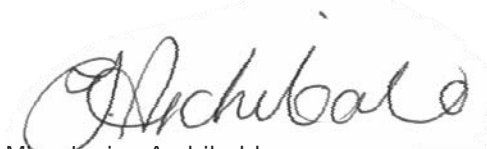
**Premises licence holder(s):** Ravenpine Limited, 4 Harewood Yard, The North Range, Harewood, Leeds, LS17 9LF,

**Registered number of holder(s):** 2316059

**Designated premises supervisor:** Mr Martin Andrew Baxter

**Access to the premises by children is prohibited.**

Licence Issued under the authority of Leeds City Council



Miss Janice Archibald  
Licensing Officer  
Entertainment Licensing  
Licensing and Registration

Licence produced on 16/01/2013 at 09:55  
by Mr Matthew Nelson

## Annex 1 – Mandatory Conditions

1. Only individuals licensed by the Security Industry Authority may be used at the premises to guard against:-
  - a. unauthorised access or occupation (e.g. through door supervision), or
  - b. outbreaks of disorder, or
  - c. damage
2. No supply of alcohol may be made under this licence
  - a. At a time when there is no designated premises supervisor in respect of the premises licence, or
  - b. At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
3. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
4. The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children -

- a. games or activities which require or encourage, or are designed to require or encourage, individuals to -
  - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
  - ii. drink as much alcohol as possible (whether within a time limit or otherwise);
- b. provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
- c. provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;
- d. provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on -
  - i. the outcome of a race, competition or other event or process, or
  - ii. the likelihood of anything occurring or not occurring;
- e. selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

5. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
6. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
7. The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

8. The responsible person shall ensure that -
  - a. where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:
    - i. beer or cider. 1/2 pint;
    - ii. gin, rum, vodka or whisky: 25 ml or 35 ml; and
    - iii. still wine in a glass: 125 ml; and
  - b. customers are made aware of the availability of these measures

## **Annex 2 – Conditions consistent with the operating schedule**

### **Additional details in respect of licensable activities authorised by this licence**

#### Provision of late night refreshment

Location of activity: Indoors

#### Performance of live music

Location of activity: Indoors

#### Performance of recorded music

Location of activity: Indoors

#### Performance of dance

Location of activity: Indoors

#### Provision of facilities for dancing

Location of activity: Indoors

#### All activities

Non standard timings: On 31st December each year to 06:00 hours on 2nd January the following year unless 2nd is a Friday or Saturday then it will be 08:00 hours.

Concerns in respect of children: None defined

## Conditions consistent with the operating schedule relating to the licensing objectives

### The prevention of crime and disorder

9. Adopt the Check 21 proof of age scheme in accordance with guidance issued by West Yorkshire Police.
10. Participate in a local pub watch scheme or licensing association which is recognised by West Yorkshire Police.
11. Implement a dispersal policy agreed with West Yorkshire Police.
12. Agree protocols and call priorities with local taxi firms. Ensure transport options are suitably advertised at the venue and staff are aware.
13. Participate in a radio or other communications system in accordance with guidance issued by West Yorkshire Police and the service providers instructions.
14. Operate an effective CCTV system to be maintained in accordance with guidelines issued by West Yorkshire Police. Security footage will be made secure and retained for a period of not less than 31 days.
15. Provide a suitable receptacle (ie drugs safe) for the safe retention of any illegal substances. The method of safe disposal to be agreed with West Yorkshire Police.
16. Implement a policy that no glasses or bottles will be allowed to be taken by customers from the premises.
17. Maintain an incident report register, recording incidents such as anti-social behaviour and ejections from the premises. The incident report register will contain consecutively numbered pages, the date, the time and location of the incident, to whom reported and badge numbers of any door staff involved. It will be produced for inspection on the request of a police officer or council licensing enforcement officer.
18. The company constantly monitor the premises and door staff will be employed at the premises.

### Public safety

19. 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.
20. A suitably trained and competent person must ensure regular safety checks of the premises including decorative and functional fixtures, floor surfaces and equipment (including electrical appliances) to which the public may come into contact are undertaken. Records of these safety checks must be kept and made available for inspection by an authorised officer.
21. Electrical installations will be inspected on a periodic basis (at least every 3 years, or at a frequency specified in writing) by a suitably qualified and competent person. If used, any temporary electrical wiring and distributions will also be inspected. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.
22. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.
23. A suitably trained First Aider or appointed person will be provided at all times when the premises are open.
24. Adequate and appropriate First Aid equipment and materials will be available on the premises.

25. A procedure for dealing with unwell members of the public will be in place, including those who appear to be affected by alcohol and drugs. Staff will be appropriately trained in such procedures.
26. Where strobes, lasers, smoke machines or any other special effects equipment may be used, a written health and safety policy covering all aspects of their use will be provided, and staff will be appropriately trained.
27. No strobes, lasers, smoke machines or any other special effects, will be used at the premises unless there is a clearly displayed warning at the entrance to the premises that such equipment is used.

### **The prevention of public nuisance**

28. Ensure that no nuisance is caused by noise and vibration emanating from the premises.
29. 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.
30. Ensure all licensable activities are conducted 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.
31. No bottles shall be placed in the external receptacle after 23:00 hours to minimise noise disturbance to adjoining properties.
32. Ensure that the rating level of noise from plant and machinery is 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 shall be regularly serviced and maintained to continue to meet the rating level.
33. There shall be no external loud speakers.
34. Queues shall be restricted to cordoned areas to prevent them obstructing footpaths and spilling out onto roads, and to keep noise and obstructions away from residential property. Staff shall be trained to intercept and manage any incidents and sufficient staff shall be employed to properly manage queues to prevent noise and aggression.
35. A cooling down period with reduced music volume shall be operated before the premises close.
36. 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 an intensity, suitably positioned and operated so as not to cause nuisance to neighbouring or adjoining properties.
37. Ensure that the premises are operated so as to prevent the emission of odours which are a nuisance at nearby premises or to persons in the immediate area.
38. 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.
39. Noise and vibration from the premises will be maintained at a level that will not cause a nuisance to neighbouring premises.
40. Doors and windows will be kept closed whenever necessary.
41. Staff pick up litter outside the premises.

## **The protection of children from harm**

42. Children will not be allowed on the premises.

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

### **General – All four licensing objectives**

43. **Condition attached after a review hearing on 4th December 2012.**

There should be no admission to the premises after 04:00 hours on any night of the week.

## **Annex 4 – Plans**

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