

Report of the Assistant Director Environmental & Regulatory Services to the meeting of the Keighley/Shipley Area Licensing Panel to be held on 17 April 2012.

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Subject:

Application for a Premises Licence for Small World, 20 Russell Street, Keighley.

Summary statement:

Application for a new premises licence for the sale of alcohol and provision of regulated entertainment.

John Major
Assistant Director
Environmental & Regulatory Services

Portfolio:

Environment & Sport

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Overview & Scrutiny Area:

**Environment & Waste Management
Safer & Stronger Communities**



**INVESTORS
IN PEOPLE**



2009-2010
Positive engagement
of older people
2006-2007
Improving Rural Services:
Empowering Communities



City of
BRADFORD
METROPOLITAN DISTRICT COUNCIL

1. SUMMARY

The application is for the grant of a Premises Licence for the sale of alcohol and provision of regulated entertainment.

2. BACKGROUND

2.1 The applicants

Small World Cultural Arts Collective. A copy of the application is included at Appendix 1.

2.2 The Premises

Small World, 20 Russell Street, Keighley.

2.3 Designated Premises Supervisor

Daren Medley

2.4 Application

The application is for the grant of a Premises Licence. The operating schedule describes the following as the relevant licensable activities applied for:-

- Sale of alcohol for consumption on the premises
- Provision of Regulated Entertainment

Hours of licensable activities:

Sale of alcohol

Friday:	19.00 to 04.30
Saturday:	12.00 to 04.30
Sunday:	12.00 to 20.30

Provision of plays

Sunday to Thursday:	08.30 to 21.00
Friday & Saturday:	08.30 to 24.00

Provision of films/provision of live music/provision of recorded music/performance of dance/anything similar/provision of facilities for making music/provision of facilities for dancing/anything similar

Monday to Friday:	08.30 to 21.00
Friday:	08.30 to 24.00
Saturday:	00.00 to 24.00
Sunday:	00.00 to 21.00

2.4 Steps proposed by the applicant to address the Licensing Objectives

a) Prevention of crime and disorder will be achieved by;

Nothing stated

b) Public safety will be achieved by;

Nothing stated

c) Prevention of public nuisance will be achieved by;

Nothing stated

d) Protection of children from harm will be achieved by;

Nothing stated

e) General – all four licensing objectives

Running a guest list, signing in, tickets

Training of staff and volunteers

Temporary bar, no alcohol on site when the bar is removed

Stopping entry at midnight to late events

Ensuring good water and juice supply

Promoting respect for the venue from the public

Lowering and slowing the music when the bar closes so people leave in small groups over a period of time

Good ambient lighting, emergency lighting and exit signs, smoke alarm, fire extinguishers

Ensuring people are aware of the law by way of a notice posted in the venue, zero tolerance to illegal substance use, violent or threatening behaviour

Not serving alcohol to people who are intoxicated

Getting to know customers

Having a mix of people as customers

Being vigilant for conflict and defusing it

Temporary bar removed after an event

No proof no sale policy

U18 with adult at live gigs with alcohol

2.5 Relevant Representations Received

Responsible Authorities

Environmental Health - In order to address the Public Nuisance objective, the Environmental Health Officer has requested that the following conditions are placed on the Licence;

Noise from amplified and non-amplified music, singing and speech arising from regulated entertainment at the premise shall not be audible at the nearest noise sensitive premises.

Report to the Licensing Panel

All windows and outward opening external doors to the licensed premises where regulated entertainment is being provided shall remain closed during the course of the entertainment other than for normal access and egress.

Notices shall be displayed in prominent positions near exits reminding patrons to leave in a quiet and orderly manner.

The applicant has agreed to the conditions being placed on the Licence.

West Yorkshire Police – In order to address the licensing objectives, the Police have requested that the following conditions are placed on the Licence;

1. A CCTV system of a standard acceptable to West Yorkshire Police and the Licensing Authority, shall be installed at the premises.

The CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions, particularly facial recognition.

Cameras shall encompass all ingress and egress to the premises, fire exits, outside areas and all areas where the sale/supply of alcohol occurs.

Equipment must be maintained in good working order, be correctly time and date stamped, recordings must be kept in date order, numbered sequentially and kept for a period of 31 days and handed to the Police on demand.

The premises licence holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format, either disc or VHS to the Police or Licensing Authority on request.

The recording equipment and tape/discs shall be kept in a secure environment under the control of the DPS or other responsible named individual.

An operational daily log report must be maintained endorsed by signature, indicating the system has been checked and is compliant. In the event of any failings, actions taken are to be recorded.

In the event of a technical failure of the CCTV equipment the premises licence holder/DPS must report the failure to the Police Licensing Officer immediately.

2. All bar staff engaged in the sale of alcohol to be trained in Responsible alcohol retailing to the minimum standard of BIIAB level 1 within 1 month of commencing employment at the premises. Training records shall be kept on the premises and produced to the Police and authorised local authority Licensing Officers on demand.

3. An incident book shall be kept and maintained on the premises at all times. The book shall detail in brief, incident of injury/ejection/refusals/drug misuse/seizure/age challenge. Such matters shall be timed, dated and signed by the author and produced to the Police/ Authorised Licensing Officers on demand.

4. The venue will be a member of the Keighley Pub watch scheme. The DPS/Premises Licence Holder must attend at least 80% of Pub Watch meetings in a 12 month period.

5. The DPS will fully co operate with any proactive Police operations such as Drugs Dog searches.

6. An accredited first aid trained person MUST be on duty at all times when the premises operate for Licensable activities.

7. Complete first aid kits must be located in each of the bar areas and function room and be readily available to staff at all times. The kits will be inspected daily and replenished daily. An endorsed log sheet will be contained in each kit.

8. When live or recorded music is played after 2200hrs the DPS shall ensure that all the external doors and windows are closed.

9. Signage will be clearly displayed in a prominent position at the point of egress requesting customers to leave quietly.

10. No alcohol will be made available to any person (including adults) whilst there is an under 18's event taking place.

11. Where a mixed age event ie Adults and under 18's is taking place then the following conditions are to apply:

Any person under the age of 18 years must be accompanied by an adult

No person under the age of 18 years shall be allowed on the premises after 2315hrs

The DPS will enforce a recognised proof of age policy i.e. challenge 21, challenge 25.

The representation is attached at Appendix 2.

3. OVERVIEW AND SCRUTINY COMMITTEE CONSIDERATION

Not applicable.

4. OTHER CONSIDERATIONS

Legal Appraisal

4.1 The Licensing Act 2003 requires the Council to carry out its various licensing functions so as to promote the following four licensing objectives:

- a) the prevention of crime and disorder
- b) public safety
- c) the prevention of public nuisance
- d) the protection of children from harm

- 4.2 The Council must also have regard to the guidance issued by the Department of Culture Media and Sport under Section 182 of the Licensing Act 2003. Regard must also be taken of the Council's statement of Licensing Policy for the District.
- 4.3 Where it is decided it is necessary to depart from the statutory guidance or the Licensing Policy on the merits of a particular case; then special reasons justifying this must be given that can be sustained.
- 4.4 Only "relevant representations" by or expressly on behalf of a defined "interested party" or "responsible authority" can be taken into account. In order to be "relevant" a representation must fairly relate to achieving a licensing objective. If it does not, it must be discounted.
- 4.5 Any licensing conditions that Members may propose attaching must also relate to achieving one of the licensing objectives; be tailored to the actual premises and style of licensable activity; must be reasonably achievable by the applicant and in his/her control.

Statement of Policy Issues

- 4.6.1 The following parts of the Licensing Policy are of particular importance; Part 4 (prevention of crime and disorder), Part 5 (public safety), Part 6 (prevention of public nuisance) and Part 7 (protection of children from harm)
- 4.7 The Annexes to the Policy sets out various types of model condition that could be considered.

5. OPTIONS

- 5.1 Members may:
 - (a) Grant a premises licence as applied for subject to any mandatory conditions and the precautions specified in the operating schedule submitted.
 - (b) Grant a premises licence subject to such additional conditions relating to achievement of the licensing objectives as members think fit; or
 - (c) Refuse the application for a premises licence.
- 5.2 Should the applicant or any other party to the hearing feel aggrieved at any decision with regard to the licence or to any conditions or restrictions attached by Members they may appeal to the Magistrates Court.

6. FINANCIAL & RESOURCE APPRAISAL

There are no apparent finance or resource implications.

7. RISK MANAGEMENT

There are no apparent risk management implications.

8. LEGAL APPRAISAL

Referred to in part 4 of this report.

9. OTHER IMPLICATIONS

9.1 EQUAL RIGHTS

There are no apparent equal rights implications.

9.2 SUSTAINABILITY IMPLICATIONS

There are no apparent sustainability implications.

9.3 GREENHOUSE GAS EMISSIONS IMPACTS

There are no apparent sustainability implications.

9.4 COMMUNITY SAFETY IMPLICATIONS

When determining the application the Licensing Authority is required to pay due regard to the licensing objectives referred to in 4.1 of this report.

9.5 HUMAN RIGHTS ACT

The following rights are applicable:

Article 1 First Protocol to the Convention – Right to peaceful enjoyment of possessions subject to the state’s right to control the use of property in accordance

with the general interest. The Council’s powers set out in the recommendations fall within the states right. A fair balance must be struck between public safety and the applicant’s rights.

Article 6 – A procedural right to a fair hearing. As refusal of the application is an option, adherence to the Panels’ usual procedure of affording a hearing to the applicant is very important. The applicant should also be able to examine the requirements of the fire authority. If the decision is to refuse then reasons should be given.

9.6 TRADE UNION

Not applicable

9.7 WARD IMPLICATIONS

Ward Councillors have been notified of receipt of the application.

10. NOT FOR PUBLICATION DOCUMENTS

None.

11. RECOMMENDATIONS

Members are invited to consider the information and documents referred to in this report and, after hearing interested parties, determine the related application(s).

12. APPENDICES

1. Application form received 27 February 2012. In the interests of economy this document has been sent to Members of the Panel only. A public inspection copy is available in Committee Secretariat, Room 112, City Hall, Bradford or on www.bradford.gov.uk).
2. Representation from West Yorkshire Police.

13. BACKGROUND DOCUMENTS

Application form, plan etc.

* required information

Section 1 of 22

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

67602

This is the unique reference for this application generated by the system.

Your reference

smallworld venue

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

Daren

* Family name

Medley

* E-mail

darenmedley@msn.com

Main telephone number

+441535663285

Include country code.

Other telephone number

+447909666275

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

* Is your business registered in the UK with Companies House?

Yes No

* Registration number

4984522

* Business name

smallworld cultural arts collective

If your business is registered, use its registered name.

* VAT number

- none

Put "none" if you are not registered for VAT.

* Legal status

Charity or Association



Continued from previous page...

* Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

The information given here will be saved and will be pre-filled in future forms.

Section 2 of 22

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Continued from previous page... Non-domestic rateable value of premises (£)

8,900 ✓

Section 3 of 22

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company
- A partnership
- An unincorporated association
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales
- Other (for example a statutory corporation)

Section 4 of 22

NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

Section 5 of 22

OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

Provide a general description of 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.

Detached, two storey stone-built premises occupied by smallworld cultural arts collective to provide creative and expressive arts workshops. The property is gable ended to Russell Street, access to a gated yard at one side, the main entrance is from Russell Street. The property is not listed and lies outside a conservation area. The immediate area contains a mix of residential, private taxi office, a hot food take away, Indian restaurant, social club and various vacant premises. Unrestricted kerb side parking after 1800hrs, most visitors approach on foot and leave on foot or by taxi. Entry into secure porch from Russell Street, through reception area into temporary bar area, open plan gig area with stage at one end, DJ/production booth to opposite corner. Access to toilets on first floor via stair at rear of room. Access to toilet on ground floor at rear. Access to gated yard from door center of ground floor. Fitted with smoke detectors, alarm sounders,

Continued from previous page...

emergency lighting and fire extinguisher maintained by professional service company. Two Porta Loo supplied when more than 100 people are expected.

Section 6 of 22

PROVISION OF PLAYS

Will you be providing plays?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

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WEDNESDAY

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Will the performance of a play take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State 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 unamplified.

amplified and acoustic sound, small audience numbers. professional and amateur productions. use of space for rehearsal of plays.

Continued from previous page...

State any seasonal variations for performing plays

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 7 of 22

PROVISION OF FILMS

Will you be providing films?

Yes No

Standard Days And Timings

MONDAY

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End

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.

TUESDAY

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WEDNESDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Will the exhibition of films take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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 unamplified.

limited view creative commons movies, showings by young and new film makers, amplified sound.

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 8 of 22

PROVISION OF INDOOR SPORTING EVENTS

Will you be providing indoor sporting events?

- Yes No

Section 9 of 22

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Will you be providing boxing or wrestling entertainments?

- Yes No

Section 10 of 22

PROVISION OF LIVE MUSIC

Continued from previous page...

Will you be providing live music?

Yes No

Standard Days And Timings

MONDAY

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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.

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Will the performance of live music take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State 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 unamplified.

acoustic and amplified live music performances from soloists, groups and ensembles.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 11 of 22

PROVISION OF RECORDED MUSIC

Will you be providing recorded music?

Yes No

Standard Days And Timings

MONDAY

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End

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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.

TUESDAY

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SUNDAY

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Will the playing of recorded music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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 unamplified.

amplified recorded music played as background or as a featured entertainment.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 12 of 22

PROVISION OF PERFORMANCES OF DANCE

Will you be providing performances of dance?

- Yes No

Standard Days And Timings

MONDAY

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TUESDAY

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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.

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WEDNESDAY

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SUNDAY

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Will the performance of dance take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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 unamplified.

music will be amplified and acoustic, a dance performance might be included in a band/gig night, or as a result of a dance workshop.

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

Section 13 of 22

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes No

Standard Days And Timings

MONDAY

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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.

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Give a description of the type of entertainment that will be provided

comedy and cabaret type shows. band rehearsal space. dance classes.

Will this entertainment take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

Continued from previous page...

State 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 unamplified.

State any seasonal variations for entertainment

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for entertainment at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 14 of 22

PROVISION OF FACILITIES FOR MAKING MUSIC

Will you be providing facilities for making music?

Yes

No

Standard Days And Timings

MONDAY

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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.

TUESDAY

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WEDNESDAY

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THURSDAY

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Give a description of the type of facilities for making music that will be provided

A selection of acoustic and electric guitars and instruments including drums to be played solo or as a group.

Will the facilities for making music be indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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 unamplified.

State any seasonal variations for the provision of facilities for making music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the provision of facilities for making music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 15 of 22

PROVISION OF FACILITIES FOR DANCING

Continued from previous page...

Will you be providing facilities for dancing?

Yes No

Standard Days And Timings

MONDAY

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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.

TUESDAY

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Give a description of the type of facilities for dancing that will be provided

ground floor anywhere. acoustic and amplified music.

Will the facilities for dancing be indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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 unamplified.

Continued from previous page...

State any seasonal variations for the provision of dancing facilities

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 16 of 22

PROVISION OF FACILITIES FOR ENTERTAINMENT OF A SIMILAR DESCRIPTION TO THOSE PROVIDED FOR MAKING MUSIC OR DANCING

Will you be providing facilities similar in nature to those provided for making music or dancing?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

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WEDNESDAY

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THURSDAY

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Continued from previous page...

FRIDAY

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SATURDAY

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SUNDAY

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Give a description of the type of entertainment facility will be provided

RockBand on XBOX360. Music Lessons/workshops. Amplified and acoustic.

Will the entertainment facility be indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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 unamplified.

Amplified music.

State any seasonal variations for the provision of this entertainment facility

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the provision of entertainment at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 17 of 22

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Section 18 of 22**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

 Yes No**Standard Days And Timings**

MONDAY

Start End Start End

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.

TUESDAY

Start End Start End

WEDNESDAY

Start End Start End

THURSDAY

Start End Start End

FRIDAY

Start End Start End

SATURDAY

Start End Start End

SUNDAY

Start End Start End

Will the sale of alcohol be for consumption:

 On the premises Off the premises Both

If the sale of alcohol is for consumption on
the premises select on, if the sale of alcohol
is for consumption away from the premises
select off. If the sale of alcohol is for
consumption on the premises and away
from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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

Name

First name

Family name

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Continued from previous page...

Section 19 of 22

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 etc gambling machines etc.

sale of alcohol.

Section 20 of 22

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

Continued from previous page...

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 21 of 22

LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

- Running a guest list, signing in, tickets.
- Training of staff and volunteers.
- Temporary bar, no alcohol on site when the bar is removed.
- Stopping entry at midnight to late events.
- Ensuring good water and juice supply.
- Promoting respect for the venue from the public.
- Lowering and slowing the music when the bar closes so people leave in small groups over a period of time.
- Good ambient lighting, emergency lighting and exit signs, smoke alarm, fire extinguishers.
- Ensuring people are aware of the law by way of a notice posted in the venue, zero tolerance to illegal substance use, violent threatening behavior.
- Not serving alcohol to people who are intoxicated.
- Getting to know customers.
- Having a mix of people as customers.
- Being vigilant for conflict and defusing it.
- Temporary bar removed after an event.
- No proof no sale policy.
- U18 with adult at live gigs with alcohol.

b) The prevention of crime and disorder

c) Public safety

Continued from previous page...

d) The prevention of public nuisance

e) The protection of children from harm

Section 22 of 22

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Rateable Value	Band
No rateable value to £4,300	A
£4,301 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

Rateable Value Band	A	B	C	D*	E*
Application fee	£100	£190	£315	£450	£635

In addition, a multiplier will be applied to premises within bands D and E, where they are exclusively or primarily in the business of selling alcohol.

* Premises within band D Fee shall be the application fee or annual charge x 2

* Premises within band E Fee shall be the application fee or annual charge x 3

* Fee amount (£)

ATTACHMENTS

Plan of premises	electronic
Consent Form	post

DECLARATION

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date / /
dd mm yyyy

Continued from previous page...

Add another signatory

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

Digital signature

You can digitally sign the form if you wish, this will be verified and passed to the authority.

When you are satisfied that you have completed the form correctly, save it and continue with the application process. If the online application screen is no longer available in your browser, [click here](#) to resume.

OFFICE USE ONLY

Applicant reference number	<input type="text" value="smallworld venue"/>
Fee paid	<input type="text" value="190.00"/>
Payment provider reference	<input type="text" value="2135651195"/>
ELMS Payment Reference	<input type="text" value="67602"/>
Payment status	<input type="text" value="Paid"/>
Payment authorisation code	<input type="text" value="cardbe.msg.authorised"/>
Payment authorisation date	<input type="text" value="Feb 24, 2012"/>
Date and time submitted	<input type="text" value="Feb 24, 2012 10:25:27 AM"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input checked="" type="checkbox"/>

Digital Signature Information

Signer's name	<input type="text" value="daren medley"/>
Signer's contact information	<input type="text"/>
Signing time	<input type="text" value="2012-02-23T12:49:29"/>
Signer status	<input type="text" value="Identity Unknown - Identity Verification of the"/>
Signature status	<input type="text" value="Signature Valid but document modified - The"/>
Certificate issuer	<input type="text" value="C=GB,1.2.840.113549.1.9.1=#1613646172656"/>

Hi Daren and Sam,

First of all thank you for attending the Police Station yesterday. I felt it was a very useful meeting and went some way to explaining how you intend to run your premises on a day to day basis.

As I explained in the meeting, the hours you have requested in your application basically mean that you would be able to run an event from **0830hrs** on a **Friday** morning right through to **2100hrs** on a **Sunday** night. This potentially could be a continuous event of **60.5 hours** which would also incorporate some **34.5 hours** of alcohol supply. Whilst you have explained the reasons for the hours submitted and reassured me of your intentions, once the licence has been granted you would be free to use all the permitted hours as you saw fit.

I therefore feel there is a need to attach some conditions to your licence application that are in keeping with other licensed premises in the area

A) GENERAL- ALL FOUR LICENSING OBJECTIVES

CCTV will be provided in the form of a recordable system, capable of providing pictures of EVIDENTIAL QUALITY in all lighting conditions particularly facial recognition.

Cameras shall encompass all ingress and egress to the premises, fire exits, outside areas, and all areas where the sale / supply of alcohol occurs.

Equipment **MUST** be maintained in good working order, be correctly time and date stamped, recordings **MUST** be kept in date order, numbered sequentially and kept for a period of 31 days and handed to the Police on demand.

The Premises Licence Holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format, either DISC or VHS to the Police / Local authority on demand.

The recording equipment and tape/discs shall be kept in a secure environment under the control of the DPS or other responsible named individual.

An operational daily log report must be maintained endorsed by signature, indicating the system has been checked and is compliant, in the event of any failings actions taken are to be recorded.

In the event of technical failure of the CCTV equipment the Premises Licence holder/DPS **MUST** report the failure to the Police immediately.

This condition is as much for your protection as it is for the safety of your customers.

B) THE PREVENTION OF CRIME AND DISORDER

All bar staff engaged in the sale of alcohol to be trained in Responsible alcohol retailing to the minimum standard of BIIAB level 1 within 1 month of commencing employment at the premises. Training records shall be kept on the premises and produced to the Police and authorised local authority Licensing Officers on demand.

An incident book shall be kept and maintained on the premises at all times. The book shall detail in brief, incident of injury/ejection/refusals/drug misuse/seizure/age challenge. Such matters shall be timed, dated and signed by the author and produced to the Police/ Authorised Licensing Officers on demand.

The venue will be a member of the Keighley Pub watch scheme. The DPS/Premises licence holder must attend at least 80% of pub watch meetings in a 12 month period. The DPS must also fully co-operate with proactive Policing Operations such as drug dog searches

C) PUBLIC SAFETY

An accredited first aid trained person MUST be on duty at all times when the premises operate for Licensable activities.

Complete first aid kits must be located in each of the bar areas and function room and be readily available to staff at all times. The kits will be inspected daily and replenished daily. An endorsed log sheet will be contained in each kit.

D) THE PREVENTION OF PUBLIC NUISANCE

When live or recorded music is played after 2200hrs the DPS shall ensure that all the external doors and windows are closed.

Signage will be clearly displayed in a prominent position at the point of egress requesting customers to leave quietly.

E) THE PROTECTION OF CHILDREN FROM HARM

No alcohol will be made available to any person(including adults) whilst there is an **under 18's** event taking place

Where a mixed age event i.e. Adults and under 18's is taking place then the following conditions are to apply:

- Any person under the age of 18 years must be accompanied by an adult
- No person under the age of 18 years shall be allowed on the premises after 2315hrs
- The DPS will enforce a recognised proof of age policy i.e. challenge 21, challenge 25

As you can see I have listened to your concerns and feel that I have gone some way to accommodate your requests but I must balance your needs against those of the four licensing objectives.

I hope the above conditions are not too restrictive and you can make a success of your future venture.

Please feel free to contact me at any time if I can be of assistance

Regards

Shaun

Shaun Marshall
PC 4771
Airedale & North Bradford Division
01535 617045