

## Report of the Assistant Director Environmental Health & Regulatory Services to the meeting of the Keighley & Shipley Area Licensing Panel to be held on 28 June 2012.

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### Subject:

Application for a Premises Licence for Keighley Civic Centre, North Street, Keighley.

### Summary statement:

Application for a new premises licence for the sale of alcohol, provision of regulated entertainment and provision of late night refreshment.

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### Portfolio:

**Environment & Waste Management**

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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



## **1. SUMMARY**

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

## **2. BACKGROUND**

### **2.1 The applicants**

Keighley Town Council. A copy of the application is included at Appendix 1.

### **2.2 The Premises**

Keighley Civic Centre, North Street, Keighley.

### **2.3 Designated Premises Supervisor**

An application for the mandatory alcohol condition under the Licensing Act 2003 requiring a Designated Premises Supervisor in respect of a premises licence to be disapplied has been submitted.

Community, church and village halls may apply to remove the mandatory conditions which require a designated premises supervisor ("DPS") to authorise every supply of alcohol and replace it with an alternative licence condition, under which a management committee is responsible for the supply of alcohol. This removes some of the associated burdens that the current conditions place on volunteers.

There is no automatic disapplication of the conditions. The management committee of a community, church or village hall that wishes to apply for a licence that does not include them needs to apply for the conditions to be removed, and the alternative condition imposed.

The application must be made by the committee or board with responsibility for the management of the community premises.

A 'committee' or 'board of individuals' is intended to cover any formally constituted, transparent and accountable management committee or structure. It should have the capacity to provide sufficient oversight of the premises to minimise any risk to the licensing objectives that could arise from allowing the responsibility for supervising the sale of alcohol to be transferred from a designated premises supervisor. This could include management committees, executive committees and boards of trustees. The application form requires the applicant to provide the names of the management committee's key officers e.g. the Chair, Secretary, Treasurer.

In most cases, it should be self evident whether a premises is or forms part of a community premises such as a church hall, village hall or other similar building. Where it is not clear, the main criteria will be how the premises is predominantly used.

Many premises such as schools and private halls are made available for private hire by the general public. This fact alone would not be sufficient for such premises to qualify as community premises. The test is whether the predominant use of the

premises is for community benefit rather than the utility of the premises for members of the community for private purposes.

## 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
- Provision of Late Night Refreshment

Hours of licensable activities:

Sale of alcohol/Performance of live music/playing of recorded music/ provision of facilities for making music/ anything similar/provision of late night refreshment (from 23.00)

Sunday to Thursday: 09.00 to 00.00  
Friday & Saturday: 09.00 to 02.00

Performance of plays

Wednesday to Saturday: 17.00 to 22.00

Performance of dance/anything similar/ /provision of facilities for dancing

Sunday/Wednesday/Thursday: 09.00 to 00.00  
Monday & Tuesday: 09.00 to 22.00  
Friday & Saturday: 09.00 to 02.00

## 2.4 Steps proposed by the applicant to address the Licensing Objectives

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

The centre has a police contact point and a partnership with West Yorkshire Police. To display adequate provision for the prevention of crime and disorder.

b) Public safety will be achieved by;

The building has been designed with the inclusion of Local Authority guidance for emergency provision to be made: ie escape routes, emergency lighting, safety provision, seating arrangements and the limit of safe number attendants.

c) Prevention of public nuisance will be achieved by;

Absorption systems for noise management responsible for noise control, litter control, extraction units for cooking. Restricted hours for amplified music. Adequate provision for light and smell pollution.

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

Entertainment restricted to acceptable community requirement. All staff responsible for children will be C.R.B checked. No gambling events allowed. Adequate timing selection for children's events will be adhered to. All children's events will be attended by adults.

e) General – all four licensing objectives

To provide safe environment for the running of social, civic, community and private events, all of which will be run by experienced professional providers.

## 2.5 Relevant Representations Received

### Responsible Authorities

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

1. 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 request.

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

2. All bar staff engaged in the sale of alcohol to be trained in Responsible alcohol retailing. Training records shall be kept on the premises and produced to the Police and authorised local authority Licensing Officers on request.

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 request.

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. The DPS must also fully co-operate with proactive Policing Operations such as drug dog searches.

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

6. 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 regularly and replenished as required. An endorsed log sheet will be contained in each kit.

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

8. No person under the age of 18 years shall be allowed on the premises after 2300hrs.

9. 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) 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 8 May 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](http://www.bradford.gov.uk)).
2. Representation from West Yorkshire Police.

**13. BACKGROUND DOCUMENTS**

Application form, plan etc.

Licensing Team, 6<sup>th</sup> Floor North, Jacobs Well, Bradford, BD1 5RW

**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 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 KEIGHLEY TOWN COUNCIL (by MARGARET BAILEY)  
 (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	
CIVIC CENTRE NORTH STREET	
Post town	Post code
KEIGHLEY	BD21 3RX

Telephone number at premises (if any)

(01535) 618253

Non domestic rateable value of premises

£ 51,500 ✓

LICENSING UNIT  
08 MAY 2012  
LEG/LIC

**Part 2 – Applicant Details**

Please state whether you are applying for a Premises Licence as:

	Please tick	✓	Yes	
a) an individual or individuals*	<input 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. as an unincorporated association or	<input type="checkbox"/>			please complete section (B)
iv. Other (for example a statutory corporation)	<input checked="" 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	<input type="checkbox"/>			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	<input type="checkbox"/>			please complete section (B)



**SECOND INDIVIDUAL APPLICANT (if applicable)**

N/A

Mr

Mrs

Miss

Ms

Other title  
(for example, Rev)

Surname

First names



Please tick  Yes

I am 18 years old or over

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 case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name	KEIGHLEY TOWN COUNCIL	
Address	TOWN HALL BOW STREET KEIGHLEY BD21 3PA	
Registered number (where applicable)	N/A	
Description of applicant (for example, partnership, company, unincorporated association etc.)	TOWN COUNCIL	
Telephone number (if any)	01535 - 618253 (INTERNAL 8253)	
E-mail address (optional)	townclerk@keighley.gov.uk <del>mayor@keighley.gov.uk</del>	

**Part 3 - Operating Schedule**

When do you want the premises licence to start?

Day		Month		Year			
0	1	0	6	2	0	1	2

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

Day		Month		Year			

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

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

THE KEIGHLEY CIVIC CENTRE WILL BE:-  
FOR PUBLIC EVENTS. MARRIAGE CEREMONIES.  
CHRISTENINGS. CHARITY FUND RAISING EVENTS  
CIVIC DINNERS.  
CABARET EVENINGS. LIVE ENTERTAINMENT  
RESTAURANT/BAR FACILITIES, SERVING  
ALCOHOL.

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

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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)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performance of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

✓
✓
✓
✓
✓

**Provision of entertainment facilities for:**

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

✓
✓
✓

**Provision of late night refreshment (if ticking yes, fill in box L)**

✓
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**Sale by retail of alcohol (if ticking yes, fill in box M)**

✓
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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 (✓) (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)  PERFORMANCES BY ENTERTAINERS.		
Tue					
Wed	17-00	22-00	State any seasonal variations for performing plays (please read guidance note 4)		
Thur	17-00	22-00			
Fri	17-00	22-00	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	17-00	22-00			
Sun					

# B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of a films take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur					
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**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b>Please give further details (please read guidance note 3)</b>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	
<b>Mon</b>			<b>State any seasonal variations for indoor sporting events (please read guidance note 4)</b>
<b>Tue</b>			
<b>Wed</b>			
<b>Thur</b>			
<b>Fri</b>			<b>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list. (please read guidance note 5)</b>
<b>Sat</b>			
<b>Sun</b>			

**D**

<b>Boxing or wrestling entertainment</b> Standard days and timings (please read guidance note 6)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)</b>	<b>Indoors</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>		<b>Outdoors</b>		
<b>Mon</b>			<b>Please give further details here (please read guidance note 3)</b>	<b>Both</b>		
<b>Tue</b>						
<b>Wed</b>				<b>State any seasonal variations for the boxing or wrestling entertainment (please read guidance note 4)</b>	<b>Both</b>	
<b>Thur</b>						
<b>Fri</b>			<b>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list. (please read guidance note 5)</b>		<b>Both</b>	
<b>Sat</b>						
<b>Sun</b>						

# E

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)</b>	Indoors	✓
				Outdoors	
				Both	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here (please read guidance note 3)</b>  PERFORMANCES BY LIVE MUSICIANS, AMPLIFIED.		
Mon	09-00	00-00			
Tue	09-00	00-00	<b>State any seasonal variations for the performance of live music (please read guidance note 4)</b>		
Wed	09-00	00-00			
Thur	09-00	00-00			
Fri	09-00	00-00			
	00-00	02-00	<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list.</b> (Please read guidance note 5)		
Sat	09-00	00-00			
	00-00	02-00			
Sun	09-00	00-00			

# F

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)</b>	Indoors	✓
				Outdoors	
				Both	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here (please read guidance note 3)</b>		
Mon	09-00	00-00			
Tue	09-00	00-00	<b>State any seasonal variations for the playing of recorded music (please read guidance note 4)</b>		
Wed	09-00	00-00			
Thur	09-00	00-00			
Fri	09-00	00-00			
	00-00	02-00	<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list. (please read guidance note 5)</b>		
Sat	09-00	00-00			
	00-00	02-00			
Sun	09-00	00-00			

# G

<b>Performance of dance</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of dance take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)</b>	<b>Indoors</b>	<input checked="" type="checkbox"/>
				<b>Outdoors</b>	<input type="checkbox"/>
				<b>Both</b>	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here (please read guidance note 3)</b>		
Mon	09-00	22-00			
Tue	09-00	22-00	<b>State any seasonal variations for the performance of dance (please read guidance note 4)</b>		
Wed	09-00	00-00			
Thur	09-00	00-00	<b>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list. (please read guidance note 5)</b>		
Fri	09-00	00-00			
	00-00	02-00			
Sat	09-00	00-00			
	00-00	02-00			
Sun	09-00	00-00			

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			<b>Please give a description of the type of entertainment you will be providing</b>		
			<b>Will this entertainment take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)</b>	<b>Indoors</b>	<input checked="" type="checkbox"/>
				<b>Outdoors</b>	<input type="checkbox"/>
				<b>Both</b>	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here (please read guidance note 3)</b>		
Mon	09-00	22-00			
Tue	09-00	22-00	<b>State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)</b>		
Wed	09-00	00-00			
Thur	09-00	00-00	<b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within e), f) or g) at different times to those listed in the column on the left, please list. (please read guidance note 5)</b>		
Fri	09-00	00-00			
	00-00	02-00			
Sat	09-00	00-00			
	00-00	02-00			
Sun	09-00	00-00			

Provision of facilities for making music Standard day 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 (✓) (please read guidance note 2)		
					Indoors	Outdoors	
Mon	09-00	00-00	Please give further details here (please read guidance note 3)			Indoors	<input checked="" type="checkbox"/>
Tue	09-00	00-00				Outdoors	<input type="checkbox"/>
Wed	09-00	00-00	State any seasonal variations for the provision of facilities for making music (please read guidance note 4)			Both	<input type="checkbox"/>
Thur	09-00	00-00					
Fri	09-00	00-00	Non standard timings. Where you intend to use the premises for the 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)				
	00-00	02-00					
Sat	09-00	00-00					
	00-00	02-00					
Sun	09-00	00-00					

**J**

Provision of facilities for dancing Standard days & timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick (✓) (please read guidance note 2)				
Day			Start	Finish	Indoors		
					Outdoors		
Mon	09-00	22-00	Please give a description of the facilities for dancing you will be providing			Indoors	<input checked="" type="checkbox"/>
Tue	09-00	22-00				Outdoors	<input type="checkbox"/>
Wed	09-00	00-00	Please give further details here (please read guidance note 3)			Both	<input type="checkbox"/>
Thur	09-00	00-00					
Fri	09-00	00-00	State any seasonal variations for providing dancing facilities (please read guidance note 4)				
	00-00	02-00					
Sat	09-00	00-00					
	00-00	02-00					
Sun	09-00	00-00	Non standard timings. Where you intend to use the premises for the provision of facilities for dancing at different times to those listed in the column on the left, please list. (please read guidance note 5)				

# K

<b>Provision of facilities for entertainment of a similar description to that falling within (i) or (j)</b> Standard days and timings (please read guidance note 6)			<b>Please give a description of the type of entertainment facility you will be providing</b>					
			<b>Will the entertainment facility be place indoors or outdoors or both – please tick (✓) (please read guidance note 2)</b>		<table border="1"> <tr> <td>Indoors</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Outdoors</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Both</td> <td><input type="checkbox"/></td> </tr> </table>	Indoors	<input checked="" type="checkbox"/>	Outdoors
Indoors	<input checked="" type="checkbox"/>							
Outdoors	<input type="checkbox"/>							
Both	<input type="checkbox"/>							
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here (please read guidance note 3)</b>					
Mon	09-00	02-00						
Tue	09-00	02-00	<b>State any seasonal variations for the provisions of facilities for entertainment of a similar description to that falling within (i) or (j) (please read guidance note 4)</b>					
Wed	09-00	00-00						
Thur	09-00	00-00	<b>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within (i) or (j) at different times to those listed in the column on the left, please list. (please read guidance note 5)</b>					
Fri	09-00	00-00						
	00-00	02-00						
Sat	09-00	00-00						
	00-00	02-00						
Sun	09-00	00-00						

# L

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)</b>				
			<table border="1"> <tr> <td>Indoors</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Outdoors</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Both</td> <td><input type="checkbox"/></td> </tr> </table>		Indoors	<input checked="" type="checkbox"/>	Outdoors
Indoors	<input checked="" type="checkbox"/>						
Outdoors	<input type="checkbox"/>						
Both	<input type="checkbox"/>						
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here (please read guidance note 3)</b>				
Mon	09-00	00-00					
Tue	09-00	00-00	<b>State any seasonal variations for the provision of late night refreshment (please read guidance note 4)</b>				
Wed	09-00	00-00					
Thur	09-00	00-00	<b>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list. (please read guidance note 5)</b>				
Fri	09-00	00-00					
	00-00	02-00					
Sat	09-00	00-00					
	00-00	02-00					
Sun	09-00	00-00					

**M**

<b>Sale of alcohol</b> Standard days and timings (please read guidance note 6)			Will the sale of alcohol be for consumption on or off the premises or both – please tick (✓) (please read guidance note 7)	On the premises <input checked="" type="checkbox"/>
				Off the premises <input type="checkbox"/>
				Both <input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	State any seasonal variations for the sale of alcohol (please read guidance note 4)	
Mon	09-00	00-00		
Tue	09-00	00-00		
Wed	09-00	00-00		
Thur	09-00	00-00		
Fri	09-00 00-00	00-00 02-00		
Sat	09-00 00-00	00-00 02-00		
Sun	09-00	00-00		
			Non standard timings. Where you intend to use the premises for the sale of alcohol at different times to those listed in the column on the left, please list. (please read guidance note 5)	

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

Name

Address

Postcode

Personal licence number (if known)

Issuing licensing authority (if known)

*SEE ATTACHED*

**N**

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

NONE

**O**

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

# P

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

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

TO PROVIDE SAFE ENVIRONMENT FOR THE RUNNING OF SOCIAL, CIVIC, COMMUNITY AND PRIVATE EVENTS. ALL OF WHICH WILL BE RUN BY EXPERIENCED PROFESSIONAL PROVIDERS.

b) The prevention of crime and disorder

THE CENTRE HAS A POLICE CONTACT POINT AND A PARTNERSHIP WITH WEST YORKSHIRE POLICE. TO DISPLAY ADEQUATE PROVISION FOR THE PREVENTION OF CRIME + DISORDER.

c) Public safety

THE BUILDING HAS BEEN DESIGNED WITH THE INCLUSION OF LOCAL AUTHORITY GUIDANCE FOR EMERGENCY PROVISION TO BE MADE: ie ESCAPE ROUTES, EMERGENCY LIGHTING, SAFETY PROVISION SEATING ARRANGEMENTS AND THE LIMIT OF SAFE NUMBER ATTENDANCES.

d) The prevention of public nuisance

ABSORPTION SYSTEMS FOR NOISE MANAGEMENT RESPONSIBLE FOR NOISE CONTROL, LITTER CONTROL, EXTRACTION UNITS FOR COOKING. RESTRICTED HOURS FOR AMPLIFIED MUSIC. ADEQUATE PROVISION FOR LIGHT + SMELL POLLUTION.

e) The protection of children from harm

ENTERTAINMENT RESTRICTED TO ACCEPTABLE COMMUNITY REQUIREMENT.  
ALL STAFF RESPONSIBLE FOR CHILDREN WILL BE C.R.B. CHECKED.  
NO GAMBLING EVENTS ALLOWED.  
ADEQUATE TIMING SELECTION FOR CHILDREN'S EVENTS WILL BE ADHERED TO.  
ALL CHILDREN'S EVENTS WILL BE ATTENDED BY ADULTS.

Please tick ✓ Yes

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed 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 UP TO LEVEL 5 ON THE STANDARD SCALE 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 ..... M.R. Bailey .....

Date ..... 5/4/12 .....

Capacity ..... TOWN CLERK .....

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

Signature .....

Date .....

Capacity .....

<b>Contact Name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 19)</b>	
MARGARET ELIZABETH BAILEY TOWN CLERK KEIGHLEY TOWN COUNCIL TOWN HALL BOW STREET	
Post town	Post code
<u>KEIGHLEY</u>	<u>B21 3PA</u>
Telephone number (if any)	
<u>01535 618253</u>	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)	
<u>townclerk@keighley.gov.uk</u> <del>margaret.bailey@keighley.gov.uk</del>	

Licensing Team, 6<sup>th</sup> Floor North, Jacobs Well, Bradford, BD1 5RW

**Application for the mandatory alcohol condition under the  
Licensing Act 2003 requiring a Designated Premises Supervisor in  
respect of a premises licence to be disappplied**

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 in written black ink. Use additional sheets if necessary.

Once completed please give your application to the Licensing Team, 6<sup>th</sup> Floor North, Jacobs Well, Bradford, BD1 5RW. You may wish to keep a copy of the completed form for your records.

We.....  
being a board or committee of individuals with responsibility for the management of the community premises described in Part 1 below, and being the applicant for a premises licence / premises licence holder *[delete as applicable]* in respect of those premises apply for the condition referred to in section 19(4) of the Licensing Act 2003 to be included in the licence instead of the conditions referred to in section 19(2) and (3) of the said Act. (see Guidance Note 2).

**Part 1 – Community Premises Details**

Name of premises <p style="text-align: center;">KEIGHLEY CIVIC CENTRE</p>	
Postal address of premises or, if none, ordnance survey map reference, or description <p style="text-align: center;">NORTH STREET</p>	
Post town <p style="text-align: center;">KEIGHLEY</p>	Postcode <p style="text-align: center;">BD21 3RX</p>

Telephone number at premises (if any)

01535 690800
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Premises licence number (if applicable)

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LICENSING UNIT  
08 MAY 2012  
LEG/LIC/

Brief description of premises and the composition of the committee or board of individuals with responsibility for the management of the premises (Please see Guidance Note 3)

SPECIAL PROJECTS CO-ORDI  
AND REPRESENTATIVES OF COUNCILLORS  
ALONG WITH A SELECTED NUMBER  
OF PARTNERS, FOR THE PROVISION  
OF EVENTS

Please describe how you will ensure that alcohol sales are properly supervised and what arrangements you have in place (if any) for hiring out the premises (Please see Guidance Note 4)

THE LICENSE HOLDER WILL BE PRESENT  
ON SITE ALCOHOL WILL BE SOLD  
WE HAVE A BOARD OF COUNCILLORS AND  
A SPECIAL PROJECTS OFFICER INVOLVED  
WITH ALL EVENTS AS A PARTNER

## Part 2 – Applicant details

We are the premises licence holder  (Please tick ✓ yes)

Contact phone number in working hours (if any)

01535 618014

E-mail address (optional)

~~town@keighley.gov.uk~~  
town@keighley.gov.uk

Current address (if different from premises address)

KEIGHLEY TOWN COUNCIL  
THE TOWN HALL

Post Town

KEIGHLEY

Postcode

BD21 3PA

Telephone (if any)

01535 618253

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

**Part 3 – Signatures** (Please see Guidance Note 5)

Signature of applicants. Please provide two signatories of members of the management committee stating in what capacity they represent the premises licence holder.

First Signature ..... M. E. Rowley .....

Date ..... 4/5/12 .....

Capacity ..... Town Clerk .....

Second Signature ..... A. I. Parny .....

Date ..... 4/5/12 .....

Capacity ..... SPECIAL PROJECTS COORDINATOR .....

Contact name (where not previously given) and address for correspondence associated with this application	
KEIGHLEY TOWN COUNCIL THE TOWN HALL, BOW STREET	
Post town	Postcode
KEIGHLEY	BD21 3PA
Telephone number (if any)	
01535 618253	
If you would prefer us to correspond with you by e mail your e mail address (optional)	
<u>townclerk@keighley.gov.uk</u> <del>any other address for use</del>	

Please tick ✓ yes as appropriate

I have enclosed the premises licence

I have enclosed the relevant part of the premises licence

This form accompanies a new premises licence application

If you are varying an existing licence and have not ticked one of the first two boxes above, please explain why in the box below.

**Reasons why you have failed to enclose the premises licence or relevant parts**

**Any further information to support your application**

**CHECKLIST:-**

Please tick ✓ yes

**If applying to remove the mandatory requirements from an existing premises licence that already authorises alcohol sales**

- I have made or enclosed payment of the fee
- I have included documents (if available) which identify the premises and how it is managed
- I have included copies of any hiring agreements
- I have sent a copy of this application to the chief officer of police
- I understand that if I do not comply with the above requirements my application will be rejected

**If applying alongside a new application or variation for a permission to allow alcohol sales**

- ~~this application accompanies a new premises licence application / this application accompanies an application to vary an existing premises licence [delete as applicable]~~
- I have enclosed the premises licence or relevant part of it or provided an explanation
- I understand that if I do not comply with the above requirements my application will be rejected

**Melanie McGurk**

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**From:** Scott Hardy  
**Sent:** 17 May 2012 08:42  
**To:** Melanie McGurk  
**Subject:** FW: The Civic Centre, North Street, Keighley [NOT PROTECTIVELY MARKED]

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**From:** Marshall, Shaun [mailto:shaun.marshall@westyorkshire.pnn.police.uk]  
**Sent:** 17 May 2012 08:27  
**To:** Scott Hardy  
**Subject:** The Civic Centre, North Street, Keighley [NOT PROTECTIVELY MARKED]

Hi Scott,

I have viewed the application for a premises licence to be granted to the "Civic Centre", North St, Keighley. As the Licensing Officer for Airedale & North Bradford Division I would like the below conditions adding to the licence:

**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 request.

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

**B) THE PREVENTION OF CRIME AND DISORDER**

All bar staff engaged in the sale of alcohol to be trained in Responsible alcohol retailing. Training records shall be kept on the premises and produced to the Police and authorised local authority Licensing Officers on request..

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 request.

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

18/05/2012

**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 regularly and replenished as required. An endorsed log sheet will be contained in each kit.

**E) THE PROTECTION OF CHILDREN FROM HARM**

When the premises are open for Licensable activities 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 2300hrs
- The DPS will enforce a recognised proof of age policy i.e. challenge 21, challenge 25

I would also like to know who the proposed DPS will be.

Regards

Shaun

Shaun Marshall  
PC 4771  
Operational Planning & Licencing  
Airedale & North Bradford  
01535 617045  
73045

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REPORT MINOR CRIME ONLINE: Report a West Yorkshire crime online, request a callback or report lost property, all via our website <http://www.westyorkshire.police.uk/>

This email carries a disclaimer, a copy of which may be read at <http://www.westyorkshire.police.uk/emailDisclaimer.asp>