Appendix

City of Bradford MDC

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Licensing Act 2003 - Premises Licence Licence No: 072294

Date Issued: 14 September 2016

Part 1 - Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

Potting Shed

94 Main Street, Bingley, BD16 2JH

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

DATE FIRST GRANTED - ANNUAL FEE DATE Licensing Act 2003 Fees Regulations 2005

12 August 2005

*LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

A Performance of Live Music Any Playing of Recorded Music Provision of Late Night Refreshment The Supply of Alcohol

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

A Performance of Live Music Indoors

Tue 10:00-01:00 Wed 10:00-01:00 Thu 10:00-01:00 Fri 10:00-01:00 Sat 10:00-01:00 Sun 10:00-23:00

Christmas Eve - A further additional hour to those stated above. Boxing Day - A further additional hour to those stated above. New Years Eve - 10:00 hours until the start of permitted hours the following day.

Non Standard Timings - A further additional hour on Friday, Saturday, Sunday and Monday of every statutory bank holiday weekend, including the Thursday prior to Easter Bank Holiday weekend. A further additional hour at the start of British Summertime.

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| Provision of Late Night Refreshment Indoors | Mon 23:00-01:30 Tue 23:00-01:30 Wed 23:00-01:30 Thu 23:00-01:30 Fri 23:00-01:30 Sat 23:00-01:30 Sun 23:00-23:30 Christmas Eve - A further additional hour to those stated above. Boxing Day - A further additional hour to those stated above. New Years Eve - 10:00 hours until the start of permitted hours the following day. Non Standard Timings - A further additional hour on Friday, Saturday, Sunday and Monday of every statutory bank holiday weekend, including the Thursday prior to Easter Bank Holiday weekend. A further additional hour at the start of British Summertime. |
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THE OPENING HOURS OF THE PREMISES

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WHERE THE LICENCE AUTHORISES SUPPLY OF ALCOHOL WHETHER THIS IS ON AND/OR OFF SUPPLIES

The Supply of Alcohol On and Off Premises

Part 2

NAME; (REGISTERED) ADDRESS TELEPHONE NUMBER AND EMAIL (WHERE RELEVAND) OF HOLDER OF PREMISES LICENCE

Potting Shed Trading Limited 4th Floor, Sovereign House, Leeds, LS1 5QL

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

Mr Jordan Alexander Buchan 10 Marshall Street, Morley, Leeds, LS27 8SZ

PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL

Licence Number: LEEDS/PERL/06602/12

Issued By: Leeds

Annex 1 - Mandatory Conditions

REQUIREMENT FOR A DESIGNATED PREMISES SUPERVISOR

No supply of alcohol may be made under the premises 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.

AUTHORISATION OF PERSONAL LICENCE HOLDER

Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence:

IRRESPONSIBLE PROMOTIONS

The responsible person must 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-

- a) games or other 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 in a manner which carries a significant risk of undermining a licensing objective.
- 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 in a manner which carries a
 significant risk of undermining a licensing objective,
- d) 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,
- e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

DRINKING WATER

The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

AGE VERIFICATION

The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

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 either -

- a) a holographic mark, or
- b) an ultraviolet feature.

DRINKS MEASURES

The responsible person must 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: half pint
- (ii) gin, rum, vodka or whisky: 25ml or 35ml and
- (iii) still wine in a glass: 125 ml
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises, and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

DUTY & TAX

A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

For the purposes of the condition set out in paragraph 1:

- (a) 'duty' is to be construed in accordance with the Alcoholic Liquor Duties Act 1979.
- (b) 'permitted price' is the price found by applying the formula 'P' equals 'D' plus ('D' times 'V'), where-
- (i) P is the permitted price,
- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol,
- (c) 'relevant person' means, in relation to premises in respect of which there is in force a premises licence-
- (i) the holder of the premises licence,
- (ii) the designated premises supervisor (if any) in respect of such a licence, or
- (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence.
- (d) 'relevant person' means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question, and
- (e) 'value added tax' means value added tax charged in accordance with the Value Added Tax Act 1994.

Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the

price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ('the first day') would be different from the permitted price on the next day ('the second day') as a result of a change to the rate of duty or value added tax.

The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

SECURITY INDUSTRY AUTHORITY

All persons primarily engaged under or employed on the premises to vet, regulate and control persons entering the premises, or engaged, used or employed in the supervision of patrons once inside in order to ensure the maintenance of good order, public safety and internal security shall-

(a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001, or

(b) be entitled to carry out that activity by virtue of section 4 of that Act.

Embedded Conditions

None of the restrictions on permitted hours prohibit -

- a. During the first twenty minutes after the above hours, the taking of the alcohol from the premises unless the alcohol is supplied or taken in an open vessel,
- b. Consumption of the alcohol on the premises or the taking of the sale or supply of alcohol to any person residing in the licensed premises,
- c. The ordering of alcohol to be consumed off the premises, or the despatch by the vendor of the alcohol so ordered,
- $\mbox{\bf d}.$ The sale of alcohol to a trader or club for the purposes of the trade or club.
- e. The sale or supply of alcohol to any canteen or mess, being a canteen in which the supply or sale of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of Her Majesty's Naval, Military or Air Forces
- f. The taking of alcohol from the premises by a person residing there, or.
- g. The supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense, or the consumption of alcohol by persons so supplied, or
- h. The supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence, or the consumption of liquor so supplied, if the liquor is supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises.

Annex 2 - Conditions Consistent with Operating Schedule

All Four Licensing Objectives

None

The Prevention Of Crime And Disorder

- 1. All existing external security lighting shall be maintained in good working order and used where appropriate at all times the premises remain open to the public.
- 2. The Licensee will ensure close liaison with other licensees in the area and will co-operate with any local Pub Watch schemes or similar schemes being promoted by West Yorkshire Police or other local Licensees.
- 3. All staff (including temporary staff) employed shall be adequately trained in good customer safety, customer care, compliance with the law and child protection issues.
- 4. The Licensee shall maintain working arrangements with local taxi/private hire operators and take reasonable steps to communicate this to patrons in order to ensure orderly booking, arrival and departure of customers in such vehicles.
- 5. CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions. Cameras shall encompass all ingress and egress to the premises and all areas where the sale/supply of alcohol occurs. Equipment must be maintained in good working order, be correctly time and date stamped and recordings be kept for a period of 28 days. The premises licence holder must ensure at all times the DPS or appointed member of staff is present on the premises and 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 tapes/discs shall be kept in a secure room and endorsed by signature indicating that the CCTV system has been checked and is compliant. In the event of any fallings of the CCTV system, this shall also be recorded. In the event of technical failure of the CCTV equipment, the premises licence holder/DPS must report the failure to the Bradford District Police Licensing Officer and Local Authority immediately.

Public Safety

- 6. All emergency lighting, illuminated fire exit signs, fire fighting equipment and first aid facilities shall be maintained in good working order and all staff (including temporary staff) adequately trained in their use and about the evacuation procedures for the premises.
- 7. The Licensee shall provide a plan of the premises to the Licensing Authority and West Yorkshire Fire & Rescue Service, detailing the location and type of all fire safety and other safety equipment, including fire alarms, emergency lighting, fire extinguishers, fire doors and notices, to the satisfaction of West Yorkshire Fire & Rescue Service.

The Prevention Of Public Nuisance

8. Removal of refuse and emptying of bottle bins within the curtilage of the licensed premises shall not take place between the hours of 21.00 and 07.00.

The Protection Of Children From Harm

- 9. The Licensee and staff must ensure that children under 18 years of age vacate the premises by 20.00 hours.
- 10. Children accompanied by a parent or guardian shall only be allowed in seated areas within the premises and shall not be allowed access to the bar area or amusement with prizes machines.
- 11. The Licensee shall enforce an efficient recognised proof of age policy at all times and ensure appropriate staffing training in its operation.
- 12. No regulated entertainment of an adult or sexual nature shall be provided at any time in the licensed premises.

Annex 3 - Conditions attached after a hearing by the Licensing Authority

13. The outside areas will be regularly checked by management and at busy times will be monitored by at least:-

- 1 member of staff for the sheds/grassed area/gravelled area/heritage paving.
- 1 member of staff for the first floor beer terrace.
- Customer behaviour will be monitored at all times and customers will be reminded of the need to behave in a way that does not cause nuisance to neighbours.
- Any customer who refuses to behave responsibly will be escorted from the premises.
- -There will be a zero tolerance on rowdy behaviour which could cause a nuisance to neighbours.
- 14. On Fridays at 20.00 hours and Saturdays at 19.00 hours onwards, a door supervisor will provide support in the outside areas.
- 15. The shed/grassed/astroturf area will be cleared of customers by 21.30 each night. A physical barrier of chairs will be in place to ensure customers cannot enter this closed off area.
- 16. The gravelled area will be cleared by 22.30 hours each night.
- 17. The heritage paved area and the first floor terrace will be supervised by one member of staff and one member of doorstaff from 21.30 hours until the close of business. Customer behaviour will be monitored at all times and customers will be reminded of the need to behave in a way that does not cause nuisance to neighbours. Any customer who refused to behave responsibly will be escorted from the premises.
- 18. A full training program will be undertaken by all staff to ensure that the outside area does not cause disturbance to nearby residential property. This training will be documented and retained.
- 19. Notices asking customers to respect the neighbours of the property will be placed in the shed/grass/astroturf area, the gravelled/paving area and on the first floor beer terrace.
- 20. A direct telephone number to management will be provided for any neighbours to contact the premises if there are any issues in the outside area.
- 21. The sale of alcohol in the outside area will cease at 20.30 hours.

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Licensing Act 2003 - Premises Licence Summary Licence No: 072294

Date Issued: 14 September 2016

Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

Potting Shed

94 Main Street, Bingley, BD16 2JH

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

DATE FIRST GRANTED - ANNUAL FEE DATE Licensing Act 2003 Fees Regulations 2005

12 August 2005

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

A Performance of Live Music Any Playing of Recorded Music Provision of Late Night Refreshment The Supply of Alcohol

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

A Performance of Live Music Indoors

Mon 10:00-01:00 Tue 10:00-01:00 Wed 10:00-01:00 Thu 10:00-01:00 Fri 10:00-01:00 Sat 10:00-01:00 Sun 10:00-23:00

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A further additional hour at the start of British Summertime.

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The Supply of Alcohol On and Off Premises

NAME AND (REGISTERED) ADDRES OF HOLDER OF PREMISES LICENCE

Potting Shed Trading Limited 4th Floor, Sovereign House, Leeds, LS1 5QL

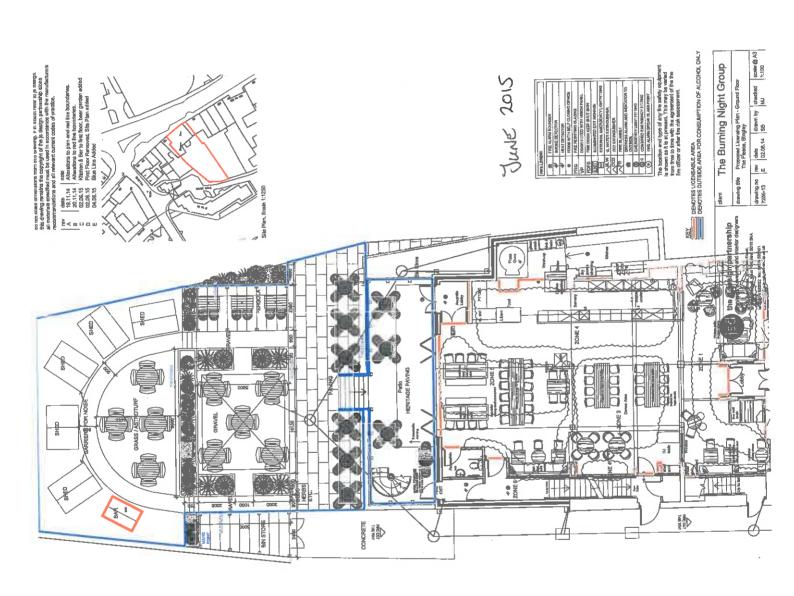
REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER CHARITY NUMBER (WHERE APPLICABLE)

NAME OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

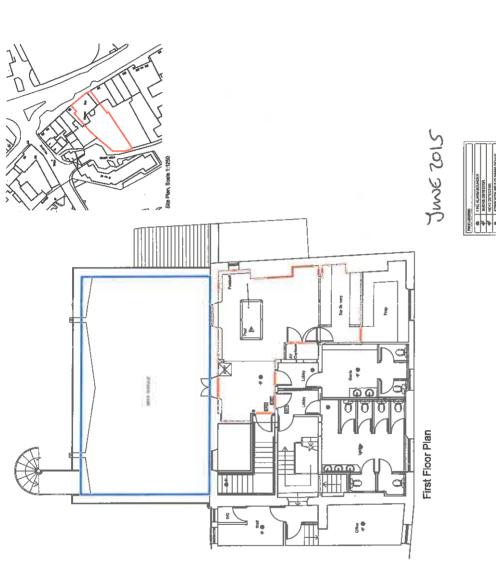
Mr Jordan Alexander Buchan

WHETHER ACCESS TO THE PREMISES BY CHILDREN IS RESTRICTED OT PROHIBITED

Children under 18 years of age must vacate the premises by 20.00 hours.







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