



City of  
**BRADFORD**  
METROPOLITAN DISTRICT COUNCIL

Licensing Team, Argus Chambers, Hall Ings, Bradford, BD1 1HX

**Application to vary a premises licence  
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.

We FRIENDS OF SILSDEN TOWN HALL TRUSTEES LTD (Insert name(s) of applicant) being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below.

Premises Licence Number

094275

BD/PRM0208

**Part 1 – Premises Details**

Postal address of premises or, if none, ordnance survey map reference or description

SILSDEN TOWN HALL  
KIRKSGATE

Post town

SILSDEN

Post code

BD20 0AJ

Telephone number of premises (if any)

Non domestic rateable value of premises

£ 10,250

**Part 2 – Applicant Details**

Daytime contact telephone number

Email address (optional)

Current postal address  
if different from  
premises address

Post Town

SILSDEN

Postcode

BD20 0JB

2 MAIL PRINT  
#190  
01 APR 2019  
SCAN STORE

### Part 3 - Variation

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible?

Yes ☒ No ☐

If not, from what date do you want the variation to take effect?

Day	Month	Year

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1)

Yes ☐ No ☐

N/A

Please describe briefly the nature of the proposed variation (please read guidance note 2)

TO INCLUDE THE FACILITY OF SERVING ALCOHOL AT A NUMBER OF SOCIAL EVENTS.

THE PREMISES ARE AN END TERRACE JOINING ONTO SKIPTON BUILDING SOCIETY ON ONE SIDE AND THE CHURCH YARD ON THE OTHER.

THE PREMISES ARE A TOWN HALL, USED FOR COMMUNITY ACTIVITY.

THE BUILDING HAS A BASEMENT, GROUND FLOOR AND FIRST FLOOR. LICENSEABLE ACTIVITY WILL TAKE PLACE ON THE GROUND FLOOR AND FIRST FLOOR.

THE PREMISES HAS A BALLROOM AND SMALLER HALL UTILISED FOR ENTERTAINMENT.

If your proposed variation would mean that 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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#### Part 4 - Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if the application to vary is successful.

Please tick all that apply

##### Provision of regulated entertainment

- a) play (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) performances 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)

☒  
☒  
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Provision of late night refreshment (if ticking yes, fill in box I)

☐

Sale by retail of alcohol (if ticking yes, fill in box J)

☒

In all cases complete boxes K, L and M

# A

Plays Standard days and timings (please read guidance note 8)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	
Mon	10.00	23.00	Please give further details here (please read guidance note 5) MIXED AUDIENCE, AMATEUR DRAMATICS, PROFESSIONAL SHOWS.	Both	
Tue	10.00	23.00			
Wed	10.00	23.00	State any seasonal variations for performing play (please read guidance note 6) NONE		
Thur	10.00	23.00			
Fri	10.00	02.00	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 7) NONE		
Sat	10.00	02.00			
Sun	10.00	23.00			

# B

Films Standard days and timings (please read guidance note 8)			Will the exhibition of a films take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	
Mon	10.00	23.00	Please give further details here (please read guidance note 5) MIXED FILMS FOR ALL AGES/RANGES.	Both	
Tue	10.00	23.00			
Wed	10.00	23.00	State any seasonal variations for the exhibition of films (please read guidance note 6) NONE		
Thur	10.00	23.00			
Fri	10.00	02.00	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 7) NONE		
Sat	10.00	02.00			
Sun	10.00	23.00			

**C**

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 5)
Day	Start	Finish	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 6)
Tue			
Wed			
Thur			
Fri			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 7)
Sat			
Sun			

**D**

Boxing or wrestling entertainment Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 5)		
Tue					
Wed					
Thur					
Fri			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 7)		
Sat					
Sun					

# E

Live music Standard days and timings (please read guidance note 8)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	Outdoors	Both
Day	Start	Finish				
Mon	10.00	23.00	Please give further details here (please read guidance note 5) NUMBER OF MUSICIANS WILL VARY BETWEEN 1-40. THIS WILL INCLUDE BOTH AMPLIFIED AND NON-AMPLIFIED MUSIC. VARIOUS TYPES OF MUSIC.			
Tue	10.00	23.00				
Wed	10.00	23.00	State any seasonal variations for the performance of live music (please read guidance note 6) NONE			
Thur	10.00	23.00				
Fri	10.00	02.00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list. (Please read guidance note 7) NONE			
Sat	10.00	02.00				
Sun	10.00	23.00				

# F

Recorded music Standard days and timings (please read guidance note 8)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	Outdoors	Both
Day	Start	Finish				
Mon	10.00	23.00	Please give further details here (please read guidance note 5) PUBLIC HIRE WILL RESULT (GENERALLY) IN THE PROVISION OF A DJ.			
Tue	10.00	23.00				
Wed	10.00	23.00	State any seasonal variations for the playing of recorded music (please read guidance note 6) NONE			
Thur	10.00	23.00				
Fri	10.00	02.00	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 7) NONE			
Sat	10.00	02.00				
Sun	10.00	23.00				

**G**

Performance of dance Standard days and timings (please read guidance note 8)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	Outdoors	Both
Day	Start	Finish		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon	10.00	23.00	Please give further details here (please read guidance note 5) STAGE DANCING – MODERN DANCE, CLASSIC, ETC.			
Tue	10.00	23.00				
Wed	10.00	23.00	State any seasonal variations for the performance of dance (please read guidance note 6) NONE			
Thur	10.00	23.00				
Fri	10.00	02.00	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 7) NONE			
Sat	10.00	02.00				
Sun	10.00	23.00				

**H**

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment you will be providing		
			COMEDY SHOWS		
			Will the entertainment take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	Outdoors
				<input checked="" type="checkbox"/>	<input type="checkbox"/>
Day	Start	Finish			
Mon	12.00	23.00	Please give further details here (please read guidance note 5) GENERAL COMEDY SHOWS FOR MIXED AUDIENCES		
Tue					
Wed			State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 6) NONE		
Thur					
Fri	18.00	23.00	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 7) NONE		
Sat	12.00	00.00			
Sun	12.00	23.00			

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place Indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	
Mon	17.00	23.00	Please give further details here (please read guidance note 5) SELLING AND/OR PROVISION OF FOOD/LIGHT REFRESHMENT TO BE CONSUMED ON THE PREMISES. FINGER FOODS, PIE AND PASTIES, CUPCAKES, ETC.	Both	
Tue	17.00	23.00			
Wed	17.00	23.00	State any seasonal variations for the provision of late night refreshment (please read guidance note 6) NONE		
Thur	17.00	23.00			
Fri	17.00	02.00	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 7) NONE		
Sat	17.00	02.00			
Sun	17.00	02.00			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption on or off the premises or both – please tick (please read guidance note 9)	On the premises	<input checked="" type="checkbox"/>
Day	Start	Finish		Off the premises	
Mon	18.00	23.00	State any seasonal variations for providing dancing facilities (please read guidance note 8) NONE	Both	
Tue	18.00	23.00			
Wed	18.00	23.00			
Thur	18.00	23.00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list. (please read guidance note 8) * THERE IS THE POSSIBILITY OF OCCASIONAL WEEK DAY AND BANK HOLIDAY SERVING OF ALCOHOL DUE TO EVENTS, WEDDINGS, BIRTHDAYS ETC.		
Fri	18.00	23.00			
Sat	12.00	23.00			
Sun	12.00	23.00			



**K**

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 10)

NONE

**L**

Hours premises are open to the public  
Standard days and timings  
(please read guidance note 8)

Day	Start	Finish
Mon	10.00	16.00
Tue	10.00	16.00
Wed	10.00	16.00
Thur	10.00	16.00
Fri	10.00	16.00
Sat	10.00	14.00
Sun	/	

State any seasonal variations (please read guidance note 6)

THE TOWN HALL IS OPEN FOR LIBRARY USE BETWEEN 10.00 - 16.00 MOST DAYS. DURING THIS TIME THE TOILETS ARE OPEN FOR PUBLIC USE. USER GROUPS USE THE FACILITIES AT AGREED TIMES ON VARIOUS DAYS/TIMES.

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. (please read guidance note 7)

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking

NONE

Please tick ✓ yes

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence



If you have not ticked one of these boxes please fill in reasons for not including the licence, or part of it, below

Reasons why I have failed to enclose the premises licence or relevant part of the premises licence

## M

**Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:**

**a) General – all four licensing objectives (b, c, d, e) (please read guidance note 11)**

A risk based approach has been taken to ensure that FOSTH meet the four licensing objectives and the Bradford Metropolitan Council's Statement of Licensing Policy for the Bradford District 2015-2020 under the Licensing Act 2003.

Under each section b, c, d and e, below, the potential risks are listed together with measures taken to mitigate them. All have been incorporated into the FOSTH 'Events Policy and Procedure'.

In addition to these specific points some general principles will apply. These are as follows:

- Any event held at Silsden Town Hall where alcohol is served will be a ticketed event. The number of tickets that can be issued will be within fire capacity of the appropriate room within the building
- An appropriate number of door supervisors will be deployed
- Where possible, alcohol will be served in plastic glasses
- Documented training of staff against the Events Policy and Procedures will be undertaken, with refresher training
- Closed Circuit Television Cameras will record all events

**b) The prevention of crime and disorder**

Emergency exits are alarmed so we are aware of people leaving / entering the building or if they are being tampered with.

CCTV is installed covering all publicly used parts of the building indoor and out. The recordings are kept on hard drive and can be copied for use by relevant agencies. Recordings are kept for over 28 days and a member of trained staff is available whenever the building is open.

We have appropriate levels of external lighting on the back and front of our building covering the access points.

Stewards for events will wear appropriate attire to identify themselves and door supervisors will be registered with the appropriate bodies to ensure quality standards are met.

Door admissions policy – As a community venue our evening events will have an age restriction of 16 or as young as 12 with a parent or guardian. Bags will not be screened.

Capacity – We have set capacities for all rooms and the building as a whole. When an event is not ticketed a steward will use a clicker counter to manage capacity.

Drinking vessels – See point a. Glass collection will operate efficiently to reduce risk of injury / harm.

Staff Training – Stewards will receive in house training to help them deal with conflict situations, reduce crime and logging incidents if they occur.

Zero tolerance policy to drugs and weapons – Posters will be posted at the front door and in the toilets to remind people of our policy.

Search Policy – If we suspect individuals are bringing drugs / weapons we will turn them away and inform the police

Drug awareness training will be given to all stewards

Queueing – Doors open well in advance of our ticketed events to help ease the bottleneck of the front door. Searches can be moved into the side hall when required to reduce waiting time for other customers.

Customer dispersal – Stewards will be trained to support the smooth dispersal of customers. People will have the opportunity to leave over a 30 minute period whilst staff clean down.

Drink promotions – We won't be offering drink promotions

Intoxication – Staff will be trained to spot the signs of people who have had too much and the bar will refuse to serve them. We will ring taxi's or the Police where appropriate.

**c) Public safety**

We have public event risk assessments in place.

As well as the front entrance we have several fire escapes around the building.

Events will vary between standing, seated, partially seated / standing. We have capacities driven by fire safety to cover these eventualities.

We have 6 stewards at every event our max capacity is 200

At least one staff member will be first aid trained when the building is open. However, at a large event there will be 3.

Capacity – We have set capacities for all rooms and the building as a whole. When an event is not ticketed a steward will use a clicker counter to manage capacity.

Drinking vessels – See point a. Glass collection will operate efficiently to reduce risk of injury / harm. The perimeter of the building will be checked periodically for drinking vessels. Spillages / Breakages will be cleared quickly to avoid injury / harm.

Drinking vessels – See point a.

Search Policy – If we suspect individuals are bringing drugs / weapons we will turn them away and inform the police

Drug awareness training will be given to all stewards

We have appropriate levels of external lighting on the back and front of our building covering the access points.

Customer dispersal – Stewards will be trained to support the smooth dispersal of customers. People will have the opportunity to leave over a 30 minute period whilst staff clean down.

The building is covered throughout with emergency lighting.

#### **d) The prevention of public nuisance**

Our noise management policy prevents the potential public nuisance caused by noise created by artists and customers using the town hall. Tests will be carried out on the evening and doors / windows from the performance are will be kept closed whilst the performance is ongoing. This will be logged to maintain control and / or to deal with any complaints. Our telephone number will be available to residents who may have issues.

Queueing – Doors open well in advance of our ticketed events to help ease the bottleneck of the front door. Searches can be moved into the side hall when required to reduce waiting time for other customers.

Customers behaving in a disorderly fashion in the queue will be prevented from entering and asked to leave.

We do not have a beer garden or smoking area or externa area where customers congregate. The front entrance is the only place congregation will happen and this will be monitored by stewards.

Disposal of waste will happen the following morning after the event after 10am. Commercial deliveries are restricted to our library opening hours 10am-4pm.

Flyers will not be distributed outside the venue.

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

Our safeguarding young people and vulnerable adults policy covers all activities that could happen at the town hall.

Door admissions policy – As a community venue our evening events will have an age restriction of 16 or as young as 12 with a parent or guardian.

We already operate a challenge 25 policy.

Refusals are logged and is available for audit.

All staff are trained in the above.


Please tick ✓ Yes

- I have ~~made~~ enclosed payment of the fee, or ☒
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy ☐
- I have sent copies of this application and the plan to responsible authorities and others where applicable ☒
- I understand that I must now advertise my application ☒
- I have enclosed the premises licence or relevant part of it or explanation ☒
- I understand that if I do not comply with the above requirements my application will be rejected ☒

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

**Part 5 – Signatures** (please read guidance note 12)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent. (See guidance note 13). If signing on behalf of the applicant please state in what capacity.

Signature ..... 

Date ..... 29.8.2019



Capacity ..... CHAIRMAN FRIENDS OF SILSDEN TOWN HALL

Where the premises licence is jointly held signature of 2<sup>nd</sup> applicant (the current premises licence holder) or 2<sup>nd</sup> applicant's solicitor or other authorised agent. (please read guidance note 14). If signing on behalf of the applicant please state in what capacity.

Signature .....

Date .....

Capacity .....

Contact Name (where not previously given) and address for correspondence associated with this	
	
SILSDEN KEIGHLEY	
Post town	KEIGHLEY
Post code	B5 20 0JB
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail your e-mail address (optional)	
