

# Public Document Pack



**Service Director – Legal, Governance and  
Commissioning**

**Julie Muscroft**

The Democracy Service  
Civic Centre 3  
High Street  
Huddersfield  
HD1 2TG

**Tel:** 01484 221000

Please ask for: Nicola Sylvester

Email: [Nicola.Sylvester@kirklees.gov.uk](mailto:Nicola.Sylvester@kirklees.gov.uk)

Friday 13 March 2020

## Notice of Meeting

Dear Member

### Licensing Panel

The **Licensing Panel** will meet in the **Meeting Room 2 - Town Hall, Huddersfield** at **9.30 am** on **Monday 23 March 2020**.

The items which will be discussed are described in the agenda and there are reports attached which give more details.

A handwritten signature in black ink, appearing to read "Julie Muscroft".

**Julie Muscroft**

**Service Director – Legal, Governance and Commissioning**

Kirklees Council advocates openness and transparency as part of its democratic processes. Anyone wishing to record (film or audio) the public parts of the meeting should inform the Chair/Clerk of their intentions prior to the meeting.

## **The Licensing Panel members are:-**

### **Member**

Councillor Amanda Pinnock (Chair)

Councillor Karen Allison

Councillor Paola Antonia Davies

# Agenda

## Reports or Explanatory Notes Attached

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**Pages**

**1: Minutes of Previous Meeting**

1 - 4

To approve the Minutes of the meeting of the Panel held on 4<sup>th</sup> March 2020

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**2: Interests**

5 - 6

The Councillors will be asked to say if there are any items on the Agenda in which they have disclosable pecuniary interests, which would prevent them from participating in any discussion of the items or participating in any vote upon the items, or any other interests.

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**3: Admission of the Public**

Most debates take place in public. This only changes when there is a need to consider certain issues, for instance, commercially sensitive information or details concerning an individual. You will be told at this point whether there are any items on the Agenda which are to be discussed in private.

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**4: Deputations/Petitions**

The Committee will receive any petitions and hear any deputations from members of the public. A deputation is where up to five people can attend the meeting and make a presentation on some particular issue of concern. A member of the public can also hand in a petition at the meeting but that petition should relate to something on which the body has powers and responsibilities.

In accordance with Council Procedure Rule 10 (2), Members of the Public should provide at least 24 hours' notice of presenting a deputation.

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**5: Public Question Time**

The Committee will hear any questions from the general public.

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**6: Licensing Act 2003 - Application for the grant of a premises licence under the Licensing Act 2003 - Flowing events Ltd, 8 Woodlands Fold, Birkenshaw, BD11 2LG**

7 - 68

To consider the application at 9:30

Contact: Anwar Butt, Licensing Officer, Tel: 01484 221000

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Contact Officer: Nicola Sylvester

## KIRKLEES COUNCIL

### LICENSING PANEL

**Wednesday 4th March 2020**

Present: Councillor Amanda Pinnock (Chair)  
Councillor Christine Iredale  
Councillor Michael Watson

In attendance: Anwar Butt, Licensing Officer  
Louie Chappell, Public Protection Apprentice  
David Stickley, Senior Legal Officer  
Evie Brown, Assistant Legal Officer  
Jenny Bryce-Chan, Principal Governance Officer

**1 Site Visit - The Little Lock, 2 Marsden Lane, Marsden, HD7 6AF**  
Site visit was undertaken

**2 Minutes of Previous Meeting**  
That the minutes of the meeting held on the 5<sup>th</sup> February 2020 be approved as a correct record.

**3 Interests**  
No interests were declared.

**4 Admission of the Public**  
That all agenda items be considered in public session.

**5 Deputations/Petitions**  
No deputations or petitions were received.

**6 Public Question Time**  
No questions were asked.

**7 Licensing Act 2003 - Application for the grant of a premises licence under the Licensing Act 2003 - The Little Lock, 2, Marsden lane, Marsden. HD7 6AF.**

The Panel convened to consider a report which outlined an application for the grant of a premises license at the Little Lock, 2 Marsden Lane, Marsden, HD7 6AF.

The Licensing Officer outlined the application by advising that on the 28th November 2019, the Licensing Department received an application for the grant of a premises license at the Little Lock. The application was seeking to develop the former sandwich shop and establish a coffee shop which will also have the benefit of an alcohol licence with the following licensable activities: -

## Licensing Panel - 4 March 2020

Sale of Alcohol:      Mon – Tues 10:00 – 22:00  
                                 Wed – Sat  11:00 – 23:00  
                                 Sun            11:00 – 21:00

Recorded Music:      Mon – Tues 09:00 – 22:00  
                                 Wed – Fri  09:00 – 23:00  
                                 Sat            08:00 – 23:00  
                                 Sun            09:00 – 17:00

Live Music:            Fri            16:00 – 22:00  
                                 Sat            10:00 – 22:00  
                                 Sun            10:00 – 18:00

The License would apply to the following licensable activities: live music, recorded music and the supply of alcohol.

The Panel was informed that the Council's Environmental Health Team in its capacity as Responsible Authority had made observations and had suggested appropriate conditions to ensure that the licensing objectives would be achieved. The applicant had agreed to the requested conditions.

The owners made representation to the Panel in support of the application and it was noted that they would reduce the opening hours to the following: -

- Mon – Fri      09:00 – 09:00
- Sat              09:00 – 22:00
- Sun              09:00 – 20:00

The Panel was informed that representations and a petition had been received from local residents objecting to the application. The representations suggested that should the licence be granted, the Licensing Objectives in respect of Public Nuisance, Prevention of Crime and disorder and Public Safety would not be achieved.

Objectors in attendance at the meeting were invited by the Chair to outline their reasons.

Following careful consideration of all the representation both verbally and in writing, the Panel:

### **RESOLVED**

- That the licensing hours are as follows:

Monday – Friday 9:00 – 21:00  
Saturday 9:00 – 22:00  
Sunday 9:00 – 20:00

## Licensing Panel - 4 March 2020

- That no customer shall be allowed to use the rear external area of the premises after 20:00.
- That the conditions stipulated by the Environmental Health Team regarding the prevention of Public Nuisance are implemented.

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| <b>KIRKLEES COUNCIL</b>                       |                                                                               |                                                                                                                                                     |                                    |  |
|-----------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--|
| <b>COUNCIL/CABINET/COMMITTEE MEETINGS ETC</b> |                                                                               |                                                                                                                                                     |                                    |  |
| <b>DECLARATION OF INTERESTS</b>               |                                                                               |                                                                                                                                                     |                                    |  |
| Licensing Panel                               |                                                                               |                                                                                                                                                     |                                    |  |
| Name of Councillor                            |                                                                               |                                                                                                                                                     |                                    |  |
| Item in which you have an interest            | Type of interest (eg a disclosable pecuniary interest or an "Other Interest") | Does the nature of the interest require you to withdraw from the meeting while the item in which you have an interest is under consideration? [Y/N] | Brief description of your interest |  |
|                                               |                                                                               |                                                                                                                                                     |                                    |  |
|                                               |                                                                               |                                                                                                                                                     |                                    |  |
|                                               |                                                                               |                                                                                                                                                     |                                    |  |
|                                               |                                                                               |                                                                                                                                                     |                                    |  |
|                                               |                                                                               |                                                                                                                                                     |                                    |  |

Signed: ..... Dated: .....

## NOTES

### Disclosable Pecuniary Interests

If you have any of the following pecuniary interests, they are your disclosable pecuniary interests under the new national rules. Any reference to spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.

Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses.

Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority -

- under which goods or services are to be provided or works are to be executed; and
- which has not been fully discharged.

Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.

Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.

Any tenancy where (to your knowledge) - the landlord is your council or authority; and the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.

Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -

- (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
- (b) either -

the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

**Name of meeting:** Licensing Panel

**Date:** Monday 23rd March 2020, at 09:30am – Meeting Room 2, Huddersfield Town Hall, Ramsden Street, Huddersfield

**Title of report:** Licensing Act 2003 – Application for the grant of a premises licence under the Licensing Act 2003 – Flowing events ltd, 8 Woodlands Fold, Birkenshaw, BD11 2LG

**Purpose of report:** To determine the application

|                                                                                                                                                   |                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?</b> | <b>Not applicable</b>                               |
| <b>Key Decision - Is it in the <a href="#">Council's Forward Plan (key decisions and private reports?)</a></b>                                    | <b>Not applicable</b>                               |
| <b>The Decision - Is it eligible for call in by Scrutiny?</b>                                                                                     | <b>Not applicable</b>                               |
| <b>Date signed off by <a href="#">Strategic Director</a> &amp; name</b>                                                                           | <b>Russell Williams as agreed by Karl Battersby</b> |
| <b>Is it also signed off by the Service Director (Finance)?</b>                                                                                   | <b>Not applicable</b>                               |
| <b>Is it also signed off by the Service Director for Legal Governance and Commissioning?</b>                                                      | <b>Not applicable</b>                               |
| <b>Cabinet member <a href="#">portfolio</a></b>                                                                                                   | <b>Cllr Rob Walker</b>                              |

**Electoral wards affected:** **Birstall & Birkenshaw.**

**Ward councillors consulted:** Cllr Charlotte Goodwin.  
 Cllr Elizabeth Smaje.  
 Cllr Mark Thompson.

**Public or private:** **Public**

**GDPR Implications:**

GDPR has been considered and appropriate sections of the report have been amended

## 1 Summary

The purpose of this report is to inform Members of an application for the grant of a premises licence; which as a result of representations received, has been referred to this Panel for determination.

## 2 Information required to take a decision

### 2.1 Application

2.1.1 On 27<sup>th</sup> January 2020 the Licensing department received an application for the Grant of a premises licence for Flowing events management ltd, 8 Woodlands Fold, Birkenshaw, BD11 2LG. A copy of this application can be seen at **Appendix A**.

2.1.2 The Application seeks to operate an online presence whereby the business will provide services which include the supply of alcohol for off sales. With the following hours of business for the sale of alcohol:

Sale of Alcohol: Mon- Sat 10:00am – 18:00 hrs  
Sun 12:00am – 18:00 hrs

The application has been advertised in accordance with the requirements of the Licensing Act 2003, the closing date for representations was **24/02/2020**. The Council has received Representations from local residents in the area, these include a petition from residents. Residents believe that the following licensing objectives will not be achieved.

- The prevention of Crime & disorder
- The prevention of Public Nuisance
- Public Safety
- Protection of Children from Harm

A copy of these representations can be seen at **Appendix B**

In response to the advertisement of the application the Environmental Health team in their capacity as responsible Authority have made observations.

A copy of the response may be seen at **Appendix C**.

The Planning Authority in their capacity as responsible Authority have advised that the applicant may require a change of use with regard to the nature of this business, and that they should contact the planning department directly.

An extract from the licensing Policy is attached. It should be noted that although relevant planning permission maybe required, this is a matter to be considered separately, and would not necessarily prevent the grant of a licence.

Copies are attached at **Appendix D**.

## 2.2 Licensing Policy

Members considering the application should take note of the Authority's Statement of Licensing Policy, which provides the following guidance on how Members should approach the application and representation:

### 1.0 – Executive Summary

1.2 In exercising its duties and responsibilities under the terms of the Licensing Act 2003, the Council will operate within the statements and procedures mentioned in this policy statement. Notwithstanding this statement, all applications will be treated on their merits and judged accordingly. The council will have regard to any relevant guidance issued by the Secretary of State in exercising its powers under the Act.

### 2.0 – Purpose and Scope of the Licensing Policy

2.7 The Licensing Authority recognises that each licence application must be considered on its own individual merits in the context of the four licensing objectives, and that unless relevant representations are received from responsible authority's or interested parties, there is no provision for a Licensing Authority to impose conditions on a licence other than those proposed within an application. Only conditions which have been volunteered by the applicant or which have been determined at a Licensing Panel hearing can be attached to a licence or certificate. If no relevant representations are made in respect of an application, the Licensing Authority is obliged to issue the licence on the terms sought.

#### **Licensing Objectives.**

1. Public Safety
2. Prevention of crime & disorder
3. Prevention of public nuisance
4. Protection of children from harm

## 2.3 Secretary of State Guidance

Members also need to consider statutory guidance issued, by the Secretary of State, under Section 182 of the Licensing Act 2003. As the representations relate to all four licensing objectives, Members attention is drawn to Section 2 of this Guidance, the relevant parts of which may be found at **Appendix E**.

## 3 Implications for the Council

### 3.1 Working with People

Residents of Kirklees need to be confident that under the Licensing Act 2003 licence holders under the Licensing Act 2003 are in a position to uphold the four licensing objectives. The committee is required to take appropriate and necessary action against licence holders where they fall short of their duties under the

Licensing Act 2003. This will support both the licensing objectives and support the corporate outcomes of citizens in Kirklees living in cohesive communities, feeling safe and protected from harm.

### **3.2 Working with Partners**

The Council's licensing team work closely with partnering agencies, named 'Responsible Authorities' under the Licensing Act 2003. Responsible authorities include Planning, West Yorkshire Police, Trading Standards, Environmental Health, Fire Service, and Safe Guarding Children team.

### **3.3 Place Based Working**

Working closely with Responsible Authorities the Licensing Authority can address issues within the districts that make up Kirklees.

### **3.4 Climate Change and Air Quality**

Tackling the climate emergency, reducing emissions and improving air quality are key long-term priorities for the Council. Working closely with responsible authorities, applicants and existing licence holders the Licensing Authority will, within the confines of the Licensing Act 2003, highlight any issues around Climate Change and Air Quality, to applicants and / or existing licence holders.

### **3.5 Improving outcomes for children**

A key objective of the Licensing Act is the protection of children from harm, and any decision made by the Council, in its capacity as Licensing Authority, will have to have regard to this objective.

### **3.6 Other (e.g. Legal/Financial or Human Resources)**

In determining the application Members should have regard to the Authority's licensing policy statement and the Secretary of State's Guidance. The applicant or any other person who made relevant representations in relation to the application have a right of appeal to the Magistrates' court.

## **4 Consultees and their opinions**

Consultation has taken place in accordance with the Act. There have been no matters arising from responsible authorities.

## **5 Next steps and timelines**

5.1 When determining the application Members, having had regard to the representation, may take such steps as they consider appropriate for the promotion of the licensing objectives. The steps are

- grant the application,
- grant the application with the appropriate conditions,
- exclude from the scope of the licence any of the licensable activities which relate to this application, or
- reject the application

5.2 Findings on any issues of fact should be on the balance of probability.

5.3 In arriving at a decision Members must have regard to the relevant provisions of statutory guidance and the licensing policy statement and reasons must be given for any departure.

5.4 The decision should be based on the individual merits of the application.

## **6 Officer recommendations and reasons**

6.1 Members of the Panel are requested to determine the application.

## **7 Cabinet portfolio holder's recommendations**

Not applicable

## **8 Contact officer**

Anwar Butt, Licensing Officer, Licensing Service  
 Tel: 01484 221000 ext. 70525  
 Email: [anwar.butt@kirklees.gov.uk](mailto:anwar.butt@kirklees.gov.uk)

## **9 Background Papers and History of Decisions**

9.1 Appendix A – Application for the grant of a premises licence.

9.2 Appendix B – Representations from Local Residents.

9.3 Appendix C – Observations from Environmental Health

9.4 Appendix D – Comments from Planning and extracts from the licensing Policy.

9.5 Appendix E – Relevant sections of Secretary of State Guidance – Section 182 of Licensing Act 2003

## **10 Strategic Director responsible**

Karl Battersby – Strategic Directory, Economy and Infrastructure  
 Tel: 01484 221000  
 Email: [karl.battersby@kirklees.gov.uk](mailto:karl.battersby@kirklees.gov.uk)





## APPENDIX A



**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 that 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 Flowing Event Management Limited

*(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 |          |                 |          |
| <b>8 Woodlands Fold<br/>Birkenshaw</b>                                               |          |                 |          |
| <b>Post town</b>                                                                     | Bradford | <b>Postcode</b> | BD11 2LG |

|                                         |               |
|-----------------------------------------|---------------|
| Telephone number at premises (if any)   |               |
| Non-domestic rateable value of premises | £ <b>Zero</b> |

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as **Please tick as appropriate**

- |                                                      |                                     |                             |
|------------------------------------------------------|-------------------------------------|-----------------------------|
| a) an individual or individuals *                    | <input type="checkbox"/>            | please complete section (A) |
| b) a person other than an individual *               |                                     |                             |
| i as a limited company/limited liability partnership | <input checked="" type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability)   | <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 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  please complete section (B)
- f) a health service body  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 in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a statutory function or
- a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

|                                                                                                                                                                                                                        |                              |                                                                    |                             |                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------------------------------------------|-----------------------------|--------------------------------|
| Mr <input type="checkbox"/>                                                                                                                                                                                            | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/>                                      | Ms <input type="checkbox"/> | Other Title (for example, Rev) |
| <b>Surname</b>                                                                                                                                                                                                         |                              |                                                                    | <b>First names</b>          |                                |
| <b>Date of birth</b>                                                                                                                                                                                                   |                              | I am 18 years old or over <input type="checkbox"/> Please tick yes |                             |                                |
| <b>Nationality</b>                                                                                                                                                                                                     |                              |                                                                    |                             |                                |
| Current residential address if different from premises address                                                                                                                                                         |                              |                                                                    |                             |                                |
| Post town                                                                                                                                                                                                              |                              | Postcode                                                           |                             |                                |
| <b>Daytime contact telephone number</b>                                                                                                                                                                                |                              |                                                                    |                             |                                |
| <b>E-mail address (optional)</b>                                                                                                                                                                                       |                              |                                                                    |                             |                                |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information) |                              |                                                                    |                             |                                |

**SECOND INDIVIDUAL APPLICANT (if applicable)**

|                                                                                                                                                                                                                         |                              |                               |                             |                                |                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|-----------------------------|--------------------------------|-----------------|
| Mr <input type="checkbox"/>                                                                                                                                                                                             | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other Title (for example, Rev) |                 |
| <b>Surname</b>                                                                                                                                                                                                          |                              |                               | <b>First names</b>          |                                |                 |
| <b>Date of birth</b>                                                                                                                                                                                                    |                              | I am 18 years old or over     |                             | <input type="checkbox"/>       | Please tick yes |
| <b>Nationality</b>                                                                                                                                                                                                      |                              |                               |                             |                                |                 |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information) |                              |                               |                             |                                |                 |
| Current residential address if different from premises address                                                                                                                                                          |                              |                               |                             |                                |                 |
| Post town                                                                                                                                                                                                               |                              |                               |                             | Postcode                       |                 |
| <b>Daytime contact telephone number</b>                                                                                                                                                                                 |                              |                               |                             |                                |                 |
| <b>E-mail address (optional)</b>                                                                                                                                                                                        |                              |                               |                             |                                |                 |

**(B) OTHER APPLICANTS**

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

|                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b><br>Flowing Event Management Ltd                                                                             |
| <b>Address</b><br>8 Woodlands Fold<br>Birkenshaw<br>Bradford<br>BD11 2LG                                                |
| <b>Registered number (where applicable)</b>                                                                             |
| <b>Description of applicant (for example, partnership, company, unincorporated association etc.)</b><br>Limited Company |

|                           |
|---------------------------|
| Telephone number (if any) |
| E-mail address (optional) |

**Part 3 Operating Schedule**

When do you want the premises licence to start?

|    |    |      |
|----|----|------|
| DD | MM | YYYY |
| 01 | 02 | 2020 |

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

|    |    |      |
|----|----|------|
| DD | MM | YYYY |
|    |    |      |

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

We will be operating via an online presence for sales with administration (e.g. paperwork and online payments) being performed either from home or remotely (mobile office/work force).

The business model is that of selling/hiring of alcohol (e.g. 50 ltr / 30 ltr keg-based products) and a drinks dispenser via an online presence for consumption of the alcohol at the purchasers premises/location.

Product will be stored by licensed drink wholesalers

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

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- 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) 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)

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

**Supply of alcohol** (if ticking yes, fill in box J)

**In all cases complete boxes K, L and M**

**A**

| Plays<br>Standard days and<br>timings (please read<br>guidance note 7) |       |        | Will the performance of a play take place<br><u>indoors or outdoors or both – please tick</u><br>(please read guidance note 3)                                                                                        | Indoors  | <input type="checkbox"/> |
|------------------------------------------------------------------------|-------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|
|                                                                        |       |        |                                                                                                                                                                                                                       | Outdoors | <input type="checkbox"/> |
| Day                                                                    | Start | Finish |                                                                                                                                                                                                                       | Both     | <input type="checkbox"/> |
| Mon                                                                    |       |        | <b><u>Please give further details here</u></b> (please read guidance note 4)                                                                                                                                          |          |                          |
|                                                                        |       |        |                                                                                                                                                                                                                       |          |                          |
| Tue                                                                    |       |        | <b><u>State any seasonal variations for performing plays</u></b> (please read<br>guidance note 5)                                                                                                                     |          |                          |
|                                                                        |       |        |                                                                                                                                                                                                                       |          |                          |
| Wed                                                                    |       |        | <b><u>Non standard timings. Where you intend to use the premises for<br/>the performance of plays at different times to those listed in the<br/>column on the left, please list</u></b> (please read guidance note 6) |          |                          |
| Thur                                                                   |       |        |                                                                                                                                                                                                                       |          |                          |
| Fri                                                                    |       |        |                                                                                                                                                                                                                       |          |                          |
| Sat                                                                    |       |        |                                                                                                                                                                                                                       |          |                          |
| Sun                                                                    |       |        |                                                                                                                                                                                                                       |          |                          |



**B**

|                                                                         |       |        |                                                                                                                                                                                                              |          |                          |
|-------------------------------------------------------------------------|-------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|
| <b>Films</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)                                                                                | Indoors  | <input type="checkbox"/> |
|                                                                         |       |        |                                                                                                                                                                                                              | Outdoors | <input type="checkbox"/> |
|                                                                         |       |        |                                                                                                                                                                                                              | Both     | <input type="checkbox"/> |
| Day                                                                     | Start | Finish | <b><u>Please give further details here</u></b> (please read guidance note 4)                                                                                                                                 |          |                          |
| Mon                                                                     |       |        |                                                                                                                                                                                                              |          |                          |
| Tue                                                                     |       |        | <b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)                                                                                                        |          |                          |
| Wed                                                                     |       |        |                                                                                                                                                                                                              |          |                          |
| Thur                                                                    |       |        | <b><u>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</u></b> (please read guidance note 6) |          |                          |
| Fri                                                                     |       |        |                                                                                                                                                                                                              |          |                          |
| Sat                                                                     |       |        |                                                                                                                                                                                                              |          |                          |
| Sun                                                                     |       |        |                                                                                                                                                                                                              |          |                          |

**C**

|                                                                                          |       |        |                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------|-------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Indoor sporting events</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Please give further details</u></b> (please read guidance note 4)                                                                                                                                     |
| Day                                                                                      | Start | Finish |                                                                                                                                                                                                             |
| Mon                                                                                      |       |        | <b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)                                                                                                        |
| Tue                                                                                      |       |        |                                                                                                                                                                                                             |
| Wed                                                                                      |       |        |                                                                                                                                                                                                             |
| Thur                                                                                     |       |        | <b><u>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</u></b> (please read guidance note 6) |
| Fri                                                                                      |       |        |                                                                                                                                                                                                             |
| Sat                                                                                      |       |        |                                                                                                                                                                                                             |
| Sun                                                                                      |       |        |                                                                                                                                                                                                             |

**D**

|                                                                                                      |       |        |                                                                                                                                             |          |                          |                                                                                                                                                                                                                        |  |  |
|------------------------------------------------------------------------------------------------------|-------|--------|---------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <b>Boxing or wrestling entertainments</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3) | Indoors  | <input type="checkbox"/> |                                                                                                                                                                                                                        |  |  |
|                                                                                                      |       |        |                                                                                                                                             | Outdoors | <input type="checkbox"/> |                                                                                                                                                                                                                        |  |  |
|                                                                                                      |       |        |                                                                                                                                             | Both     | <input type="checkbox"/> |                                                                                                                                                                                                                        |  |  |
| Day                                                                                                  | Start | Finish | <b><u>Please give further details here</u></b> (please read guidance note 4)                                                                |          |                          |                                                                                                                                                                                                                        |  |  |
| Mon                                                                                                  |       |        |                                                                                                                                             |          |                          |                                                                                                                                                                                                                        |  |  |
| Tue                                                                                                  |       |        |                                                                                                                                             |          |                          |                                                                                                                                                                                                                        |  |  |
| Wed                                                                                                  |       |        |                                                                                                                                             |          |                          | <b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)                                                                                                        |  |  |
| Thur                                                                                                 |       |        |                                                                                                                                             |          |                          |                                                                                                                                                                                                                        |  |  |
| Fri                                                                                                  |       |        |                                                                                                                                             |          |                          | <b><u>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</u></b> (please read guidance note 6) |  |  |
| Sat                                                                                                  |       |        |                                                                                                                                             |          |                          |                                                                                                                                                                                                                        |  |  |
| Sun                                                                                                  |       |        |                                                                                                                                             |          |                          |                                                                                                                                                                                                                        |  |  |

**E**

|                                                                              |              |               |                                                                                                                                                                                                                    |          |                          |
|------------------------------------------------------------------------------|--------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|
| <b>Live music</b><br>Standard days and timings (please read guidance note 7) |              |               | <b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b><br>(please read guidance note 3)                                                                             | Indoors  | <input type="checkbox"/> |
|                                                                              |              |               |                                                                                                                                                                                                                    | Outdoors | <input type="checkbox"/> |
|                                                                              |              |               |                                                                                                                                                                                                                    | Both     | <input type="checkbox"/> |
| <b>Day</b>                                                                   | <b>Start</b> | <b>Finish</b> | <b><u>Please give further details here</u></b> (please read guidance note 4)                                                                                                                                       |          |                          |
| Mon                                                                          |              |               |                                                                                                                                                                                                                    |          |                          |
| Tue                                                                          |              |               | <b><u>State any seasonal variations for the performance of live music</u></b><br>(please read guidance note 5)                                                                                                     |          |                          |
| Wed                                                                          |              |               |                                                                                                                                                                                                                    |          |                          |
| Thur                                                                         |              |               | <b><u>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</u></b> (please read guidance note 6) |          |                          |
| Fri                                                                          |              |               |                                                                                                                                                                                                                    |          |                          |
| Sat                                                                          |              |               |                                                                                                                                                                                                                    |          |                          |
| Sun                                                                          |              |               |                                                                                                                                                                                                                    |          |                          |

**F**

|                                                                                  |       |        |                                                                                                                                 |          |                          |                                                                                                                                                                                                             |  |  |
|----------------------------------------------------------------------------------|-------|--------|---------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <b>Recorded music</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b><br>(please read guidance note 3) | Indoors  | <input type="checkbox"/> |                                                                                                                                                                                                             |  |  |
|                                                                                  |       |        |                                                                                                                                 | Outdoors | <input type="checkbox"/> |                                                                                                                                                                                                             |  |  |
|                                                                                  |       |        |                                                                                                                                 | Both     | <input type="checkbox"/> |                                                                                                                                                                                                             |  |  |
| Day                                                                              | Start | Finish | <b>Please give further details here</b> (please read guidance note 4)                                                           |          |                          |                                                                                                                                                                                                             |  |  |
| Mon                                                                              |       |        |                                                                                                                                 |          |                          |                                                                                                                                                                                                             |  |  |
| Tue                                                                              |       |        |                                                                                                                                 |          |                          |                                                                                                                                                                                                             |  |  |
| Wed                                                                              |       |        |                                                                                                                                 |          |                          | <b>State any seasonal variations for the playing of recorded music</b><br>(please read guidance note 5)                                                                                                     |  |  |
| Thur                                                                             |       |        |                                                                                                                                 |          |                          |                                                                                                                                                                                                             |  |  |
| Fri                                                                              |       |        |                                                                                                                                 |          |                          | <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</b> (please read guidance note 6) |  |  |
| Sat                                                                              |       |        |                                                                                                                                 |          |                          |                                                                                                                                                                                                             |  |  |
| Sun                                                                              |       |        |                                                                                                                                 |          |                          |                                                                                                                                                                                                             |  |  |

**G**

| Performances of dance<br>Standard days and<br>timings (please read<br>guidance note 7) |       |        | Will the performance of dance take place<br><u>indoors or outdoors or both – please tick</u><br>(please read guidance note 3)                                                                                 | Indoors  | <input type="checkbox"/> |
|----------------------------------------------------------------------------------------|-------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|
|                                                                                        |       |        |                                                                                                                                                                                                               | Outdoors | <input type="checkbox"/> |
|                                                                                        |       |        |                                                                                                                                                                                                               | Both     | <input type="checkbox"/> |
| Day                                                                                    | Start | Finish |                                                                                                                                                                                                               |          |                          |
| Mon                                                                                    |       |        | <b><u>Please give further details here</u></b> (please read guidance note 4)                                                                                                                                  |          |                          |
|                                                                                        |       |        |                                                                                                                                                                                                               |          |                          |
| Tue                                                                                    |       |        |                                                                                                                                                                                                               |          |                          |
|                                                                                        |       |        |                                                                                                                                                                                                               |          |                          |
| Wed                                                                                    |       |        | <b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)                                                                                                        |          |                          |
|                                                                                        |       |        |                                                                                                                                                                                                               |          |                          |
| Thur                                                                                   |       |        |                                                                                                                                                                                                               |          |                          |
|                                                                                        |       |        |                                                                                                                                                                                                               |          |                          |
| Fri                                                                                    |       |        | <b><u>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</u></b> (please read guidance note 6) |          |                          |
|                                                                                        |       |        |                                                                                                                                                                                                               |          |                          |
| Sat                                                                                    |       |        |                                                                                                                                                                                                               |          |                          |
|                                                                                        |       |        |                                                                                                                                                                                                               |          |                          |
| Sun                                                                                    |       |        |                                                                                                                                                                                                               |          |                          |
|                                                                                        |       |        |                                                                                                                                                                                                               |          |                          |

# H

|                                                                                                                                            |       |        |                                                                                                                                                                                                                                                                        |          |                          |
|--------------------------------------------------------------------------------------------------------------------------------------------|-------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|
| <b>Anything of a similar description to that falling within (e), (f) or (g)</b><br>Standard days and timings (please read guidance note 7) |       |        | Please give a description of the type of entertainment you will be providing                                                                                                                                                                                           |          |                          |
| Day                                                                                                                                        | Start | Finish | <b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)                                                                                                                                               | Indoors  | <input type="checkbox"/> |
| Mon                                                                                                                                        |       |        |                                                                                                                                                                                                                                                                        | Outdoors | <input type="checkbox"/> |
|                                                                                                                                            |       |        |                                                                                                                                                                                                                                                                        | Both     | <input type="checkbox"/> |
| Tue                                                                                                                                        |       |        | <b><u>Please give further details here</u></b> (please read guidance note 4)                                                                                                                                                                                           |          |                          |
| Wed                                                                                                                                        |       |        |                                                                                                                                                                                                                                                                        |          |                          |
| Thur                                                                                                                                       |       |        | <b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)                                                                                                            |          |                          |
| Fri                                                                                                                                        |       |        |                                                                                                                                                                                                                                                                        |          |                          |
| Sat                                                                                                                                        |       |        | <b><u>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</u></b> (please read guidance note 6) |          |                          |
| Sun                                                                                                                                        |       |        |                                                                                                                                                                                                                                                                        |          |                          |

**I**

| <b>Late night refreshment</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)                                                                                        | Indoors  | <input type="checkbox"/> |
|------------------------------------------------------------------------------------------|-------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|
| Day                                                                                      | Start | Finish |                                                                                                                                                                                                                               | Outdoors | <input type="checkbox"/> |
| Mon                                                                                      |       |        | <b><u>Please give further details here</u></b> (please read guidance note 4)                                                                                                                                                  | Both     | <input type="checkbox"/> |
| Tue                                                                                      |       |        |                                                                                                                                                                                                                               |          |                          |
| Wed                                                                                      |       |        | <b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)                                                                                                         |          |                          |
| Thur                                                                                     |       |        |                                                                                                                                                                                                                               |          |                          |
| Fri                                                                                      |       |        | <b><u>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</u></b> (please read guidance note 6) |          |                          |
| Sat                                                                                      |       |        |                                                                                                                                                                                                                               |          |                          |
| Sun                                                                                      |       |        |                                                                                                                                                                                                                               |          |                          |



**J**

|                                                                                     |       |        |                                                                                                                                                                                                     |                  |                                     |
|-------------------------------------------------------------------------------------|-------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------|
| <b>Supply of alcohol</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)                                                                                                    | On the premises  | <input type="checkbox"/>            |
|                                                                                     |       |        |                                                                                                                                                                                                     | Off the premises | <input checked="" type="checkbox"/> |
|                                                                                     |       |        |                                                                                                                                                                                                     | Both             | <input type="checkbox"/>            |
| Day                                                                                 | Start | Finish | <b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)<br>Close for public holidays                                                                           |                  |                                     |
| Mon                                                                                 | 10:00 | 18:00  |                                                                                                                                                                                                     |                  |                                     |
| Tue                                                                                 | 10:00 | 18:00  |                                                                                                                                                                                                     |                  |                                     |
| Wed                                                                                 | 10:00 | 18:00  |                                                                                                                                                                                                     |                  |                                     |
| Thur                                                                                | 10:00 | 18:00  |                                                                                                                                                                                                     |                  |                                     |
| Fri                                                                                 | 10:00 | 18:00  |                                                                                                                                                                                                     |                  |                                     |
| Sat                                                                                 | 10:00 | 18:00  |                                                                                                                                                                                                     |                  |                                     |
| Sun                                                                                 | 12:00 | 18:00  |                                                                                                                                                                                                     |                  |                                     |
|                                                                                     |       |        | <b>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</b> (please read guidance note 6) |                  |                                     |

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

|                                                                   |          |
|-------------------------------------------------------------------|----------|
| <b>Name</b>                                                       |          |
| <b>Date of birth</b>                                              |          |
| <b>Address</b><br>8 Woodlands Fold<br>Birkenshaw<br>Bradford      |          |
| <b>Postcode</b>                                                   | BD11 2LG |
| <b>Personal licence number (if known)</b><br>KMCPL05095           |          |
| <b>Issuing licensing authority (if known)</b><br>Kirklees Council |          |

**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 9).

**L**

|                                                                                                                                                                                                      |       |        |                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------|---------------------------------------------------------------------------------------------------------|
| <p><b>Hours premises are open to the public</b><br/>Standard days and timings (please read guidance note 7)</p>                                                                                      |       |        | <p><b>State any seasonal variations</b> (please read guidance note 5)<br/>Close for public holidays</p> |
| Day                                                                                                                                                                                                  | Start | Finish |                                                                                                         |
| Mon                                                                                                                                                                                                  | 10:00 | 18:00  |                                                                                                         |
| Tue                                                                                                                                                                                                  | 10:00 | 18:00  |                                                                                                         |
| Wed                                                                                                                                                                                                  | 10:00 | 18:00  |                                                                                                         |
| Thur                                                                                                                                                                                                 | 10:00 | 18:00  |                                                                                                         |
| Fri                                                                                                                                                                                                  | 10:00 | 18:00  |                                                                                                         |
| Sat                                                                                                                                                                                                  | 10:00 | 18:00  |                                                                                                         |
| Sun                                                                                                                                                                                                  | 12:00 | 18:00  |                                                                                                         |
| <p><b>Non standard timings. Where you intend 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 6)</p> |       |        |                                                                                                         |

## M

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

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

Alcohol will not be sold to the public for the consumption on these premises. The sold alcohol product(s) will be either delivered to or on an occasional basis be collected by, the purchaser.

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

N/A

**c) Public safety**

N/A

**d) The prevention of public nuisance**

N/A

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

N/A

**Checklist:**

**Please tick to indicate agreement**

- 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 designated 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.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).

**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.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**

**Part 4 – Signatures** (please read guidance note 11)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Declaration</b> | <ul style="list-style-type: none"><li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li><li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her</li></ul> |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|           |                                                                                                                                                                                                    |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15) |
| Signature |                                                                                                                                                                                                    |
| Date      | 21/01/2020                                                                                                                                                                                         |
| Capacity  | Director of Flowing Event Management Ltd and DPS                                                                                                                                                   |

**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 13). If signing on behalf of the applicant, please state in what capacity.**

|           |  |
|-----------|--|
| Signature |  |
| Date      |  |
| Capacity  |  |

|                                                                                                                                                 |  |          |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--|----------|--|
| Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) |  |          |  |
|                                                                                                                                                 |  |          |  |
| Post town                                                                                                                                       |  | Postcode |  |
| Telephone number (if any)                                                                                                                       |  |          |  |
| If you would prefer us to correspond with you by e-mail, your e-mail address (optional)                                                         |  |          |  |

### Personal Data

We have recently updated our Privacy Notice about how we use personal data provided to the Council. Further information can be found at:  
<http://www.kirklees.gov.uk/beta/information-and-data/pdf/privacy-notice-licensing-gambling-act.pdf>

## Notes for Guidance

1. Describe 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.
2. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
  - Recorded Music: no licence permission is required for:
    - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community

- premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
- any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
  - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
  - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  4. For example the 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.
  5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  7. Please 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.
  8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
  9. Please 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 or the presence of gaming machines.
  10. Please list here steps you will take to promote all four licensing objectives together.
  11. The application form must be signed.
  12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
  13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
  14. This is the address which we shall use to correspond with you about this application.
  15. **Entitlement to work/immigration status for individual applicants and applications**



**from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

**Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.



- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:

- evidence of the applicant's own identity – such as a passport, evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
- evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
  - (i) working e.g. employment contract, wage slips, letter from the employer,
  - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
  - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
  - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

## APPENDIX B



## Anwar Butt

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**From:** Licensing  
**Sent:** 07 February 2020 13:52  
**To:** Anwar Butt  
**Subject:** FW: Flowing Event Management Ltd - Objection

FYA

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**From:**  
**Sent:** 07 February 2020 13:43  
**To:** Licensing <Licensing@kirklees.gov.uk>  
**Subject:** Flowing Event Management Ltd - Objection

Dear whom it may concern,

With regards to the application : Flowing Event Management Ltd (8 Woodlands Fold, BD11 2LG)

I have never objected to any licence application prior so I would happily accept assistance with this if help is on hand.

### **Background to objection.**

The Woodlands Fold street is a narrow residential street with 7 detached homes. The street quickly becomes congested with vehicles belonging to home owners and visitors. There are a few kids and elderly that you would expect on such a street.

### **About the application for 8 Woodlands Fold, Birkenshaw, BD11 2LG**

At present, due to the current activities of number 8 it is starting to feel more like a business park than a residential cul-de-sac. At current levels of business, business activities are 7 days of the week and car parking is an issue. When the street becomes cluttered safety is an issue where kids are restrained from walking / playing outside. The applicants regularly cannot park outside their own home and have to obstruct other driveways in the street. Their home and their driveway is not large enough for them to conduct current levels of business activity on there premises privately away from others.

If the business levels were to increase as suggested then safety, parking, noise would all increase accordingly making the street more like a business park than a residential street.

### **Objection Conclusions**

I am not happy for the application to be granted due to the following reason:-

-

- Safety kids aged ages 2, 4, 9 and 15 to be able to walk safely and even play in the street without having to watch out for excessive business related traffic.
- Car Parking issues are already a problem in the street.
- A lot of alcohol will be stored which could bring greater interest from the wrong people to the street for the wrong reasons.
- Potential for noise, nuisances and vandalism could be brought to our residential area.
- The street is tight, there is lack of space for suppliers, customers and own staff to run such a business.
- Online activities often mean 24 hours of business hours 7 days a week.
- Strange people entering cul de sac for reasons they wouldn't normally have access to.
- The entrance to Woodlands fold is on a main route for school children to attend 2 local schools. It is not a business park environment for large vehicles to have access to.
- The applicants home and their driveway is not large enough to conduct current levels of business activity, so supporting further growth is not possible.
- -

I run a business and would not ask my neighbours to entertain my staff, suppliers and customers of my business to my home address.

Kind Regards

## Anwar Butt

---

**From:** Cllr Mark Thompson  
**Sent:** 31 January 2020 16:40  
**To:** Anwar Butt; Cllr Charlotte Goodwin; Cllr Elizabeth Smaje  
**Subject:** RE:

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Anwar

This address has a company working from it called the party keg Company so as far as public safety is concerned I would object that 2 companies having deliveries to a detached house on a small cul-de-sac. I would also put it into the category of public nuisance, a small residential estate with deliveries and pick ups would constitute public nuisance. Protection of children from harm, deliveries on a cul-de-sac, childrens nursery over the road!

These three items will be the base of my objections

Cllr Mark Thompson  
E: mark.thompson@kirklees.gov.uk

Please note that the Councillor Privacy Notice which explains how I process personal information in responding to constituents requests and their privacy rights can be found here: <http://www.kirklees.gov.uk/beta/information-and-data/pdf/privacy-notice-councillors.pdf>

-----Original Message-----

**From:** Anwar Butt  
**Sent:** 31 January 2020 16:13  
**To:** Cllr Charlotte Goodwin <Charlotte.Goodwin@kirklees.gov.uk>; Cllr Elizabeth Smaje <Elizabeth.Smaje@kirklees.gov.uk>; Cllr Mark Thompson <Mark.Thompson@kirklees.gov.uk>  
**Subject:**

Dear Cllrs,

I am in receipt of a new licence application for the above premises. Please find attached the application.

If you wish to make a representation with regard to this application please submit this in writing on or before midnight 27/01/2020 stating which of the four licensing objectives are of concern.

Licensing objectives.

1. Prevention of Crime and Disorder.
2. Public Safety.
3. Prevention of Public nuisance.
4. Protection of Children from Harm.

This application will be advertised in accordance with the licensing Act 2003, additionally the responsible authorities will all receive a copy of the application.

Please do not hesitate to contact me if I can be of any further assistance.

Thank you,

Anwar.

Anwar Butt

Licensing Officer  
Kirklees Council  
anwar.butt@kirklees.gov.uk

-----Original Message-----

From: anwar.butt@kirklees.gov.uk [mailto:anwar.butt@kirklees.gov.uk]  
Sent: 31 January 2020 15:40  
To: Anwar Butt <Anwar.Butt@kirklees.gov.uk>  
Subject: Scanned from a Xerox Multifunction Printer

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location:  
Device Name: XPS067

For more information on Xerox products and solutions, please visit <http://www.xerox.com>



## APPENDIX C



**Licensing Act 2003  
Response to Building Control & Licensing Service  
From Environmental Health**

|                   |                                                                                   |
|-------------------|-----------------------------------------------------------------------------------|
| <b>Reference:</b> | WK/202002735                                                                      |
| <b>Premises:</b>  | Flowing Event Management Ltd, 8 Woodlands Fold,<br>Birkenshaw, Bradford, BD11 2LG |

| Licensable Activity (place X in relevant box)               |   |                                      |  |
|-------------------------------------------------------------|---|--------------------------------------|--|
| Sale by retail of Alcohol                                   | X | Provision of regulated entertainment |  |
| Provision of entertainment facilities (music, dancing, etc) |   | Provision of late night refreshment  |  |

| OBSERVATIONS                         |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
|--------------------------------------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>Public Safety</b>                 |                               | H&S 3/2/20 no obs to send standard letter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |
| <b>Date:</b>                         | 3 <sup>rd</sup> February 2020 | <b>Officer/Ext:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Jenny Dineen |
| <b>Prevention of Public Nuisance</b> |                               | <p>I have reviewed the application for the premises license and as the location is surrounded by residential properties it is my opinion this not a suitable location for a public house. It is my understanding the applicant wishes to have a license to store party hire equipment which may include alcohol. This type of use I have no problems with subject to conditioning the hours as below:</p> <p>Monday - Saturday 1000 to 1800<br/>Sunday - 1200 to 1800</p> <p>Note to applicant:<br/>It is possible that you will require a planning permission to run a business from a residential property. It is advised the applicant contacts Kirklees Planning Team on 01484 221000 (and ask for Planning) to discuss the matter further. Also it is</p> |              |

|              |                  |                                                                                                                                                                                                                                                                            |                 |
|--------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
|              |                  | recommended that prior to the business commencing operating the applicant should contact the Food Safety Team of Environmental Services to arrange an advice visit to discuss food safety and hygiene requirements. The Food Safety team can be contacted on 01484 226452. |                 |
| <b>Date:</b> | 21 February 2020 | <b>Officer/Ext:</b>                                                                                                                                                                                                                                                        | Andrew Robinson |

## APPENDIX D



## Planning and Building Regulations

6.4 The use of premises for sale or provision of alcohol, provision of entertainment or late night refreshment is subject to planning control. Such use will require planning permission or must otherwise be lawful under planning legislation. Planning permission is usually required for the establishment of a new premises or change of use of premises.

6.5 In general, all premises that are the subject of an application under the Licensing Act may also need to seek the appropriate planning permission, or be deemed permitted development. The grant of a Premises Licence or Club Premises Certificate does not negate the need to seek and be granted any required planning consent.

6.6 In addition, it is also the responsibility of the applicant to ensure that any necessary building control approval has been obtained where structural alterations have taken place.

6.7 A hearing on any licence application will not consider whether any decision to grant or refuse planning permission was lawful and correct. The licensing process is not a re-run of the planning process.

6.8 In order to ensure proper integration, reports on the situation regarding licensed premises in the area, including the general impact of alcohol related crime and disorder may be taken to the Planning committee.





## APPENDIX E



## **Relevant Sections of Secretary of State Guidance – Under Section 182 of Licensing Act 2003**

### **Crime and disorder**

*2.1 Licensing authorities should look to the police as the main source of advice on crime and disorder. They should also seek to involve the local Community Safety Partnership (CSP).*

*2.2 In the exercise of their functions, licensing authorities should seek to co-operate with the Security Industry Authority (“SIA”) as far as possible and consider adding relevant conditions to licences where appropriate. The SIA also plays an important role in preventing crime and disorder by ensuring that door supervisors are properly licensed and, in partnership with police and other agencies, that security companies are not being used as fronts for serious and organised criminal activity. This may include making specific enquiries or visiting premises through intelligence led operations in conjunction with the police, local authorities and other partner agencies. Similarly, the provision of requirements for door supervision may be appropriate to ensure that people who are drunk, drug dealers or people carrying firearms do not enter the premises and ensuring that the police are kept informed.*

*2.3 Conditions should be targeted on deterrence and preventing crime and disorder including the prevention of illegal working in licensed premises (see paragraph 10.10). For example, where there is good reason to suppose that disorder may take place, the presence of closed-circuit television (CCTV) cameras both inside and immediately outside the premises can actively deter disorder, nuisance, anti-social behaviour and crime generally. Some licence holders may wish to have cameras on their premises for the prevention of crime directed against the business itself, its staff, or its customers. But any condition may require a broader approach, and it may be appropriate to ensure that the precise location of cameras is set out on plans to ensure that certain areas are properly covered and there is no subsequent dispute over the terms of the condition.*

*2.4 The inclusion of radio links and ring-round phone systems should be considered an appropriate condition for public houses, bars and nightclubs operating in city and town centre leisure areas with a high density of licensed premises. These systems allow managers of licensed premises to communicate instantly with the police and facilitate a rapid response to any disorder which may be endangering the customers and staff on the premises.*

*2.5 Conditions relating to the management competency of designated premises supervisors should not normally be attached to premises licences. It will normally be the responsibility of the premises licence holder as an employer, and not the licensing authority, to ensure that the managers appointed at the premises are competent and appropriately trained. The designated premises supervisor is the key person who will usually be responsible for the day to day management of the premises by the premises licence holder, including the prevention of disorder. A condition of this kind may only be justified as appropriate in rare circumstances where it can be demonstrated that, in the circumstances associated with particular*



*premises, poor management competency could give rise to issues of crime and disorder and public safety.*

*2.6 The prevention of crime includes the prevention of immigration crime including the prevention of illegal working in licensed premises. Licensing authorities should work with Home Office Immigration Enforcement, as well as the police, in respect of these matters. Licence conditions that are considered appropriate for the prevention of illegal working in licensed premises might include requiring a premises licence holder to undertake right to work checks on all staff employed at the licensed premises or requiring that a copy of any document checked as part of a right to work check are retained at the licensed premises.*

## **Public safety**

*2.7 Licence holders have a responsibility to ensure the safety of those using their premises, as a part of their duties under the 2003 Act. This concerns the safety of people using the relevant premises rather than public health which is addressed in other legislation. Physical safety includes the prevention of accidents and injuries and other immediate harms that can result from alcohol consumption such as unconsciousness or alcohol poisoning. Conditions relating to public safety may also promote the crime and disorder objective as noted above. There will of course be occasions when a public safety condition could incidentally benefit a person's health more generally, but it should not be the purpose of the condition as this would be outside the licensing authority's powers (be ultra vires) under the 2003 Act. Conditions should not be imposed on a premises licence or club premises certificate which relate to cleanliness or hygiene.*

*2.8 A number of matters should be considered in relation to public safety. These may include:*

- Fire safety;*
- Ensuring appropriate access for emergency services such as ambulances;*
- Good communication with local authorities and emergency services, for example communications networks with the police and signing up for local incident alerts (see paragraph 2.4 above);*
- Ensuring the presence of trained first aiders on the premises and appropriate first aid kits;*
- Ensuring the safety of people when leaving the premises (for example, through the provision of information on late-night transportation);*
- Ensuring appropriate and frequent waste disposal, particularly of glass bottles;*
- Ensuring appropriate limits on the maximum capacity of the premises (see paragraphs 2.12-2.13, and Chapter 10; and*
- Considering the use of CCTV in and around the premises (as noted in paragraph 2.3 above, this may also assist with promoting the crime and disorder objective).*



2.9 The measures that are appropriate to promote public safety will vary between premises and the matters listed above may not apply in all cases. As set out in Chapter 8 (8.38-8.46), applicants should consider when making their application which steps it is appropriate to take to promote the public safety objective and demonstrate how they achieve that.

2.10 Licence holders should make provision to ensure that premises users safely leave their premises. Measures that may assist include:

- Providing information on the premises of local taxi companies who can provide safe transportation home; and
- Ensuring adequate lighting outside the premises, particularly on paths leading to and from the premises and in car parks.

2.11 Where there is a requirement in other legislation for premises open to the public or for employers to possess certificates attesting to the safety or satisfactory nature of certain equipment or fixtures on the premises, it would be inappropriate for a licensing condition to require possession of such a certificate. However, it would be permissible to require as a condition of a licence or certificate, if appropriate, checks on this equipment to be conducted at specified intervals and for evidence of these checks to be retained by the premises licence holder or club provided this does not duplicate or gold-plate a requirement in other legislation. Similarly, it would be permissible for licensing authorities, if they receive relevant representations from responsible authorities or any other persons, to attach conditions which require equipment of particular standards to be maintained on the premises. Responsible authorities – such as health and safety authorities – should therefore make their expectations clear in this respect to enable prospective licence holders or clubs to prepare effective operating schedules and club operating schedules.

2.12 “Safe capacities” should only be imposed where appropriate for the promotion of public safety or the prevention of disorder on the relevant premises. For example, if a capacity has been imposed through other legislation, it would be inappropriate to reproduce it in a premises licence. Indeed, it would also be wrong to lay down conditions which conflict with other legal requirements. However, if no safe capacity has been imposed through other legislation, a responsible authority may consider it appropriate for a new capacity to be attached to the premises which would apply at any material time when the licensable activities are taking place and make representations to that effect. For example, in certain circumstances, capacity limits may be appropriate in preventing disorder, as overcrowded venues can increase the risks of crowds becoming frustrated and hostile.

2.13 The permitted capacity is a limit on the number of persons who may be on the premises at any time, following a recommendation by the relevant fire and rescue authority under the Regulatory Reform (Fire Safety) Order 2005. For any application for a premises licence or club premises certificate for premises without an existing permitted capacity where the applicant wishes to take advantage of the special provisions set out in section 177 of the 2003 Act<sup>1</sup>, the applicant should conduct their own risk assessment as to the appropriate capacity of the premises. They should send their recommendation to the fire and rescue authority which will consider it and decide what the “permitted capacity” of those premises should be.





2.14 Public safety may include the safety of performers appearing at any premises, but does not extend to the prevention of injury from participation in a boxing or wrestling entertainment.

## **Public nuisance**

2.15 The 2003 Act enables licensing authorities and responsible authorities, through representations, to consider what constitutes public nuisance and what is appropriate to prevent it in terms of conditions attached to specific premises licences and club premises certificates. It is therefore important that in considering the promotion of this licensing objective, licensing authorities and responsible authorities focus on the effect of the licensable activities at the specific premises on persons living and working (including those carrying on business) in the area around the premises which may be disproportionate and unreasonable. The issues will mainly concern noise nuisance.

2.16 Public nuisance is given a statutory meaning in many pieces of legislation. It is however not narrowly defined in the 2003 Act and retains its broad common law meaning. It may include in appropriate circumstances the reduction of the living and working amenity and environment of other persons living and working in the area of the licensed premises. Public nuisance may also arise as a result of the adverse effects of artificial light, dust, odour and insects or where its effect is prejudicial to health.

2.17 Conditions relating to noise nuisance will usually concern steps appropriate to control the levels of noise emanating from premises. This might be achieved by a simple measure such as ensuring that doors and windows are kept closed after a particular time, or persons are not permitted in garden areas of the premises after a certain time. More sophisticated measures like the installation of acoustic curtains or rubber speaker mounts to mitigate sound escape from the premises may be appropriate. However, conditions in relation to live or recorded music may not be enforceable in circumstances where the entertainment activity itself is not licensable (see chapter 16). Any conditions appropriate to promote the prevention of public nuisance should be tailored to the type, nature and characteristics of the specific premises and its licensable activities. Licensing authorities should avoid inappropriate or disproportionate measures that could deter events that are valuable to the community, such as live music. Noise limiters, for example, are expensive to purchase and install and are likely to be a considerable burden for smaller venues.

2.18 As with all conditions, those relating to noise nuisance may not be appropriate in certain circumstances where provisions in other legislation adequately protect those living in the area of the premises. But as stated earlier in this Guidance, the approach of licensing authorities and responsible authorities should be one of prevention and when their powers are engaged, licensing authorities should be aware of the fact that other legislation may not adequately cover concerns raised in relevant representations and additional conditions may be appropriate.

2.19 Where applications have given rise to representations, any appropriate conditions should normally focus on the most sensitive periods. For example, the most sensitive period for people being disturbed by unreasonably loud music is at night and into the morning.



2.20 Measures to control light pollution will also require careful thought. Bright lighting outside premises which is considered appropriate to prevent crime and disorder may itself give rise to light pollution for some neighbours. Applicants, licensing authorities and responsible authorities will need to balance these issues.

2.21 Beyond the immediate area surrounding the premises, these are matters for the personal responsibility of individuals under the law. An individual who engages in anti-social behaviour is accountable in their own right. However, it would be perfectly reasonable for a licensing authority to impose a condition, following relevant representations, that requires the licence holder or club to place signs at the exits from the building encouraging patrons to be quiet until they leave the area, or that, if they wish to smoke, to do so at designated places on the premises instead of outside, and to respect the rights of people living nearby to a peaceful night.

### **Protection of children from harm**

2.22 The protection of children from harm includes the protection of children from moral, psychological and physical harm. This includes not only protecting children from the harms associated directly with alcohol consumption but also wider harms such as exposure to strong language and sexual expletives (for example, in the context of exposure to certain films or adult entertainment). Licensing authorities must also consider the need to protect children from sexual exploitation when undertaking licensing functions.

2.23 The Government believes that it is completely unacceptable to sell alcohol to children. Conditions relating to the access of children where alcohol is sold and which are appropriate to protect them from harm should be carefully considered. Moreover, conditions restricting the access of children to premises should be strongly considered in circumstances where:

- adult entertainment is provided;
- a member or members of the current management have been convicted for serving alcohol to minors or with a reputation for allowing underage drinking (other than in the context of the exemption in the 2003 Act relating to 16 and 17 year olds consuming beer, wine and cider when accompanied by an adult during a table meal);
- it is known that unaccompanied children have been allowed access;
- there is a known association with drug taking or dealing; or
- in some cases, the premises are used exclusively or primarily for the sale of alcohol for consumption on the premises.

2.24 It is also possible that activities, such as adult entertainment, may take place at certain times on premises but not at other times. For example, premises may operate as a café bar during the day providing meals for families but also provide entertainment with a sexual content after 8.00pm. It is not possible to give an exhaustive list of what amounts to entertainment or services of an adult or sexual nature. Applicants, responsible authorities and licensing authorities will need to



*consider this point carefully. This would broadly include topless bar staff, striptease, lap-, table- or pole-dancing, performances involving feigned violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong and offensive language.*

*2.25 Applicants must be clear in their operating schedules about the activities and times at which the events would take place to help determine when it is not appropriate for children to enter the premises. Consideration should also be given to the proximity of premises to schools and youth clubs so that applicants take appropriate steps to ensure that advertising relating to their premises, or relating to events at their premises, is not displayed at a time when children are likely to be near the premises.*

*2.26 Licensing authorities and responsible authorities should expect applicants, when preparing an operating schedule or club operating schedule, to set out the steps to be taken to protect children from harm when on the premises.*

*2.27 Conditions, where they are appropriate, should reflect the licensable activities taking place on the premises. In addition to the mandatory condition regarding age verification, other conditions relating to the protection of children from harm can include:*

- restrictions on the hours when children may be present;*
- restrictions or exclusions on the presence of children under certain ages when particular specified activities are taking place;*
- restrictions on the parts of the premises to which children may have access;*
- age restrictions (below 18);*
- restrictions or exclusions when certain activities are taking place;*
- requirements for an accompanying adult (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult);*
- full exclusion of people under 18 from the premises when any licensable activities are taking place.*

*2.28 Please see also Chapter 10 for details about the Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010.*

*2.29 Licensing authorities should give considerable weight to representations about child protection matters. In addition to the responsible authority whose functions relate directly to child protection, the Director of Public Health may also have access to relevant evidence to inform such representations. These representations may include, amongst other things, the use of health data about the harms that alcohol can cause to underage drinkers. Where a responsible authority, or other person, presents evidence to the licensing authority linking specific premises with harms to children (such as ambulance data or emergency department attendances by persons*



*under 18 years old with alcohol-related illnesses or injuries) this evidence should be considered, and the licensing authority should also consider what action is appropriate to ensure this licensing objective is effectively enforced. In relation to applications for the grant of a licence in areas where evidence is presented on high levels of alcohol-related harms in persons aged under 18, it is recommended that the licensing authority considers what conditions may be appropriate to ensure that this objective is promoted effectively.*

*2.30 The 2003 Act provides that, where a premises licence or club premises certificate authorises the exhibition of a film, it must include a condition requiring the admission of children to films to be restricted in accordance with recommendations given either by a body designated under section 4 of the Video Recordings Act 1984 specified in the licence (the British Board of Film Classification is currently the only body which has been so designated) or by the licensing authority itself. Further details are given in Chapter 10.*

*2.31 Theatres may present a range of diverse activities and entertainment including, for example, variety shows incorporating adult entertainment. It is appropriate in these cases for a licensing authority to consider restricting the admission of children in such circumstances. Entertainments may also be presented at theatres specifically for children. It will be appropriate to consider whether a condition should be attached to a premises licence or club premises certificate which requires the presence of a sufficient number of adult staff on the premises to ensure the wellbeing of the children during any emergency.*

*2.32 Licensing authorities are expected to maintain close contact with the police, young offenders' teams and trading standards officers (who can carry out test purchases under section 154 of the 2003 Act) about the extent of unlawful sales and consumption of alcohol by minors and to be involved in the development of any strategies to control or prevent these unlawful activities and to pursue prosecutions. Licensing authorities, alongside the police, are prosecuting authorities for the purposes of these offences, except for the offences under section 147A (persistently selling alcohol to children). Where, as a matter of policy, warnings are given to retailers prior to any decision to prosecute in respect of an offence, it is important that each of the enforcement arms should be aware of the warnings each of them has given.*

