



Licensing Policy 2025-2030

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1 Executive Summary

- 1.1 Under the provisions of the Licensing Act 2003 ('the 2003 Act'), Kirklees Council ('the Council') is the Licensing Authority for the administration and enforcement of the 2003 Act, associated orders and regulations within its administrative district.
- 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 must have regard to any relevant guidance issued by the Secretary of State in exercising its powers under the Act.
- 1.3 The Council's Corporate Plan (2024/2025) sets out our strategic vision, which is for Kirklees to be a district that combines a strong, sustainable economy with a great quality of life – leading to thriving communities, growing businesses, high prosperity, and low inequality where people enjoy better health throughout their lives.

The plan also set out our nine shared outcomes, these are:

- Shaped by people – We make our places what they are.
- Best Start – Children have the best start in life.
- Well – People in Kirklees are as well as possible for as long as possible.
- Independent – People in Kirklees live independently and have control over their lives.
- Aspire and Achieve – People in Kirklees have aspiration to achieve their ambitions through education, training, employment, and lifelong learning.
- Sustainable Economy – Kirklees has sustainable economic growth and provides good employment for and with communities and businesses.
- Safe and Cohesive – People in Kirklees live in cohesive communities, feel safe and are protected from harm.
- Clean and Green – People in Kirklees experience a high quality, clean, sustainable, and green environment.
- Efficient and Effective – Kirklees Council works smart and delivers efficiently and effectively.

~~The Council's Corporate Plan (2018-2020) is a two-year document which sets out our shared outcomes, aims and impact measures. It includes our strategic vision, which is for Kirklees is to be a district which combines a strong, sustainable economy with a great quality of life – leading to thriving communities, growing business, high prosperity and low inequality where people enjoy better health throughout their lives.~~

~~It also sets out our seven shared outcomes, plus a cross-cutting one, which have been developed with partners, and describes what we are all working to achieve for the people of Kirklees. The outcomes are set out below;~~

- ~~• Children have the best start in life.~~
- ~~• People in Kirklees are as well as possible for as long as possible.~~
- ~~• People in Kirklees have aspiration and achieve their ambition through education, training, employment and lifelong learning.~~
- ~~• People in Kirklees live in cohesive communities feel safe and are safe/protected from harm.~~
- ~~• People in Kirklees experience a high quality, clean, sustainable and green environment.~~
- ~~• Kirklees has sustainable economic growth and provides good employments for and with communities and businesses.~~
- ~~• People in Kirklees live independently and have control over their lives.~~
- ~~• Cross-cutting outcomes — Kirklees works smart and delivers efficiently and effectively.~~

- 1.4 This policy sets out how the Licensing Authority will deal with applications made under the Act. It sets out in detail who can make a representation under the Act. The policy contains a clear commitment not to use licensing provisions to duplicate other legislation.
- 1.5 This policy refers to the impact of licensing on cultural strategies. The policy also sets out the Licensing Authority's approach to integrating licensing with respect to other local plans and strategies, and to cumulative impact and special policies.
- 1.6 The Licensing Authority's approach to licensing hours and the presence of children on licensed premises is set out. ~~The policy states that standard operating conditions will not be applied to licences.~~ The policy considers the process of reviewing a premises licence or club premises certificate and sets out the approach to enforcement. The policy also sets out the Licensing Authority's commitment to a shared responsibility between organisations and agencies to safeguard and promote the welfare of all children and vulnerable adults in the local area.
- 1.7 The Licensing Act 2003 gives the council additional opportunities to further its corporate priorities. The powers and duties contained within the Act will complement and reinforce the council priorities. The Council will be able to build on its existing excellent record of working with and consulting with partners to help to achieve the objectives of the Act.

2 Purpose

- 2.1 The Policy is prepared to meet the requirements of the Licensing Act 2003 and is done so in accordance with Section 5 of the same Act. It will be kept under review and as a minimum will be reviewed no later than 2025~~30~~.
- 2.2 In preparing this policy, the council has consulted with and considered the views of a wide range of people and organisations including (List to be included following consultation):

- Elected members — ward councillors and local members of parliament
- Representatives of local businesses
- Local residents and their representatives
- Parish and Town councils
- Representatives of existing licence holders
- Kirklees Community Safety Partnership
- Kirklees Drugs Action Team
- Council Services
- The responsible authorities, namely:
 - West Yorkshire Police
 - West Yorkshire Fire and Rescue Service
 - Kirklees Council — Environmental Health
 - Kirklees Council — Planning
 - Kirklees Council — Public Health
 - West Yorkshire Trading Standards
 - Secretary of State (Immigration Enforcement)

~~This policy was reviewed between April 2019 and December 2019, and the revised policy will come into force January 2020.~~

- 2.3 This policy has regard to the guidance issued by the Secretary of State under Section 182 of the Licensing Act 2003.

The Licensing Authority will carry out its functions under the Licensing Act 2003 with a view to promoting the four licensing objectives contained in the Act and each has equal weight.

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

- 2.4 The Council adopts the overall approach of encouraging the responsible promotion of licensed activities. However, in the interest of all its residents, it will not tolerate irresponsible licensed activity, **irresponsible licensed activity would be activity which undermines one or more of the licensing**

objectives. Following relevant representations, the Licensing Authority will refuse applications, restrict hours and activities, or impose conditions where it is appropriate to do so to promote the licensing objectives and/or use effective enforcement to address premises where there are problems, in partnership with key agencies such as West Yorkshire Police, **Environmental Health**, Trading Standards, Immigration Enforcement and other crime and disorder reduction partnerships.

- 2.5 The Policy is concerned with the regulation of licensable activities on licensed premises, by qualifying clubs and at temporary events. The conditions that the Council attaches to various licences will focus on matters that are relevant to the four licensing objectives and will centre upon the premises that are being used for licensable activities.
- 2.6 The Licensing Authority will monitor the effect of this Policy throughout the period it covers through licensing liaison meetings with representatives of licence holders, such as Pub Watch meetings and by way of regular meetings with the responsible authorities.
- 2.7 The Policy has four main purposes:
- To provide the basis for elected Members to make decisions on applications.
 - To inform licence applicants of the basis on which decisions will be taken and therefore give some indication of how they will be able to operate.
 - To inform the wider community of the basis on which decisions will be taken and therefore how their needs will be addressed.
 - To inform the Courts how decisions have been made and to support those decisions.
- 2.8 The Policy balances the objective of improving the local economy, tourism, **improving health and wellbeing and tackling health inequalities** and cultural development against noise, nuisance, safeguarding and crime and disorder.
- 2.9 The Policy covers the following licensable activities within the Kirklees district, as defined by the Licensing Act 2003:
- The sale of alcohol.
 - The supply of alcohol by or on behalf of a club, or to the order of a member of the club.
 - The provision of regulated entertainment.
 - The provision of late-night refreshment.
- 2.10 The principles set out within this Policy apply equally to new applications, applications for variations and consideration of any request to review a licence.

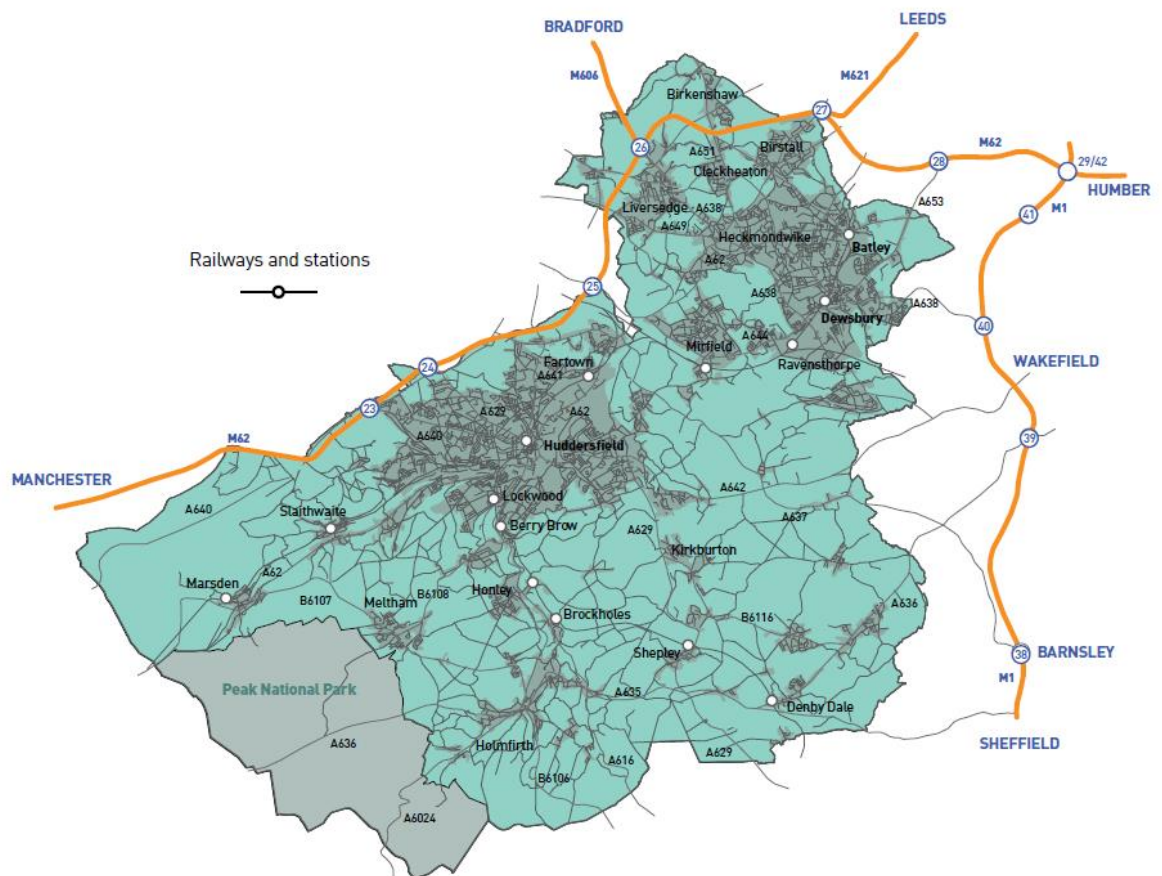
The Licensing Authority recognises that the 2003 Act is not the primary mechanism for a the general control of nuisance, anti-social behaviour and environmental crime by individuals once they are away from the premises and therefore beyond the direct control of the licence holder. The Licensing Authority will not therefore attempt to control such through its exercise of licensing functions. The licensing process can only seek to control those measures within the control of the licensee, and in the 'vicinity' of the premises. Whether or not incidents can be regarded as being in the 'vicinity' of licensed premises is a question of fact and will depend on the particular circumstances of each individual case. The Licensing Authority will focus primarily on the direct impact of the activities taking place at the licensed premises on members of the public living, working or engaged in normal activity in the area. Nonetheless, it is a key aspect of such control and licensing law will always be part of a holistic approach to the management of the evening and night-time economy in town and city centres.

- 2.11 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 authorities or ~~interested parties~~ other persons, there is no provision for a Licensing Authority to ~~refuse an application, or impose conditions on a licence other than those proposed within an application and those required by law. 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 an application is lawfully made and no relevant representations are made in respect of an application, the Licensing Authority is under a duty to grant the licence on the terms sought. Only if relevant representations are made will the Council's discretion be engaged.
- 2.12 The policy will promote the licensing objectives through the issue of licences and the assessment of notices covered by the Act. These are:
- Personal Licences for individuals – necessary where alcohol is to be sold or provided on premises.
 - Premises Licences and Club Premises Certificate – subject to suitability of premises and measures taken by applicant.
 - Temporary Event Notice – simplified process for events of a smaller scale.
- 2.13 The Licensing Authority may depart from this policy if the individual circumstances of any case merit such a decision, in the interests of promoting the licensing objectives. Full reasons should be given to justify any departure from this policy.

- 2.14 Applicants for premise licences should be aware of the expectations of the Licensing Authority and the responsible authorities as to the steps that are appropriate for the promotion of the licensing objectives. Applicants should demonstrate knowledge of their local area when describing the steps they propose to take to address these.
- 2.15 Advice on whether a licence is required for premises, or an event can be obtained by contacting Licensing. Contact details can be found at [Apply for a premises licence | Kirklees Council](#)

3 Kirklees

3.1 Kirklees Council is situated in West Yorkshire, which contains five metropolitan councils in total. The Council area has a population of approximately 440,000 making it the largest metropolitan district not based on a city in terms of population. In terms of area, it is the third largest in West Yorkshire, covering 157 square miles. The council area is mainly rural in the south with a central urban area around the large towns. The area also comprises of several smaller towns of varying sizes. These areas are shown on the map below:



3.2 Licensed premises are located across the district of Kirklees, offering a diverse selection of leisure and entertainment to visitors. It is recognised that these businesses provide social and community spaces, facilities for residents and business, and a vital support infrastructure for related sectors such as retail and tourism.

3.3 Kirklees has a varied population – many ethnicities are represented, speaking a range of languages, and bringing a cultural diversity to the region. A thriving student community based around the University of Huddersfield attracts students from around the world. [Life expectancy and healthy life expectancy \(the number of years lived in good health\) are increasing across Kirklees.](#)

- 3.4 The Kirklees Partnership brings together public, private and voluntary sector representatives along with community members. The Partnership's strategic aims and the most up to date Partnership Plan can be found at [Appendix 1. 2022-2027 Kirklees Communities Partnership Plan FINAL COPY.pdf](#)

4 Other Policies, Objectives and Strategies

- 4.1 In preparing the Policy the Licensing Authority has been driven by the policies, aims and objectives set out under the Council's top-tier plans. These include:
- Kirklees Council Corporate Plan ~~2018-2020~~ 2024 - 2025
 - Joint Health and Wellbeing Strategy for Kirklees
 - Kirklees Economic Strategy
 - Communities Partnership Plan
 - Strategic Intelligence Assessment
 - Drug and Alcohol Strategy for Kirklees
 - Health Care Plan
- 4.2 Details of these, and other relevant plans and strategies which affect and are affected by the Kirklees Licensing Policy can be found at the [Council's website](#)
- 4.3 Wherever possible the Policy is intended to promote other policies and strategies for the wider cultural benefit of communities. The Licensing Authority will monitor the impact of the Policy to ensure that it does not unnecessarily deter or prevent cultural or community events or have a negative impact on other cultural or community activities.
- 4.4 Protocols will be developed to ensure the Policy will take into account the ongoing needs of local tourism, the cultural strategy and regeneration activities in the area.
- 4.5 The effects of licensing activity in the area will be fed into local transport plans so that proper regard can be taken of the need to disperse people away from town centres swiftly and safely at all times of the day and night.
- 4.6 **The policy also supports the health needs of communities by use of the alcohol toolkit which can be found at section 8 of this policy.**
- 4.7 The Licensing Authority is aware of its obligations under equalities legislation and the Public Sector Equality Duty. The impact of this Policy on Kirklees employees, residents and service users has been assessed using the Council's Equality Impact Assessment tool. The Policy aims to ensure that every citizen receives equal opportunity, rights and treatment when applying for licences and making representations.

- 4.8 The Council (through its Licensing **and Safety Committee**) may, from time to time, receive reports on other policies, strategies and initiatives that may impact on licensing activity within the remit of the Committee. Subject to the general principles set out in this policy and the overriding need to promote the four licensing objectives, it may have regard to them when making licensing decisions.
- 4.9 The Committee may, after receiving such reports, make recommendations to the Council or other bodies about the impact of the Licensing Policy on such policies, strategies and initiatives. Equally, the Committee may make recommendations relating to the impact of such policies, strategies and initiatives on the Licensing Policy. This may include recommendations to amend the Licensing Policy itself.

5 Promotion of the Licensing Objectives

- 5.1 The Council will carry out its functions under the Licensing Act 2003 with a view to promoting the four licensing objectives:
- The prevention of crime and disorder
 - Public safety
 - The prevention of public nuisance
 - The protection of children from harm
- 5.2 Each objective is of equal importance, and the four objectives will be paramount considerations for the Council at all times.
- 5.3 It is for the applicant to decide what, if any, measures to suggest in its operating schedule in order to address any potential concerns that might arise in the promotion of the licensing objectives. Applicants are reminded that measures proposed in the operating schedules will be converted into conditions on their licence.
- 5.4 The Council recommends that applicants risk assess their operation against the four licensing objectives to identify potential areas of concern.
- 5.5 Applicants are reminded that responsible authorities or other people may make representations if they feel that the applicant's proposals do not adequately promote the licensing objectives. An applicant who proposes no measures to promote the licensing objectives may therefore face more representations than an applicant who risk assesses their operation and proposes **necessary appropriate and proportionate** measures **to mitigate risks it has identified**.

- 5.6 The Council recommends early consultation with responsible authorities. Many responsible authorities have produced guidance which applicants can take into account when assessing whether they need to include any measures in their application to promote the licensing objectives. In addition, many responsible authorities would be prepared to discuss matters on site with an applicant with a view to reaching agreement on measures to be proposed. Contact details for the responsible authorities in the Kirklees district are available on the Council's website.

Crime and Disorder

- 5.7 Under the Crime and Disorder Act 1998, the Council must exercise its functions, having regard to the likely effect on crime and disorder in its area, and must do all it **reasonably** can to prevent crime and disorder, **including anti-social and other behaviour adversely affecting the local environment, the misuse of drugs, alcohol and other substances, re-offending and serious violence.**
- 5.8 Where its discretion is engaged, the Council will seek to promote the licensing objective of preventing crime and disorder in a manner which supports local crime reduction strategies.
- 5.9 There are many steps an applicant may take to prevent crime and disorder. The Council will look to the police for the main source of advice on these matters.
- 5.10 If relevant representations are made in relation to a premises licence or a club premises certificate, the Council will consider whether it is **necessary appropriate** to impose conditions to regulate behaviour of customers accessing or utilising premises in order to adequately promote the licensing objectives. Any conditions attached will not seek to manage the behaviour of customers once they are beyond the direct management of the licence holder, their staff or agents, but may seek to impact on the behaviour of customers on or in the immediate vicinity of premises as they seek to enter or leave. Conditions will be targeted on deterrence and the prevention of crime and disorder.
- 5.11 Crime and disorder conditions will not seek to control adult entertainment involving striptease and lap dancing, which will be governed by laws in relation to indecency and obscenity and will be licensed under the Local Government (Miscellaneous Provisions) Act 1982. However, conditions for such adult entertainment may be imposed for reasons of public safety, or the protection of children from harm if they relate to the occasional use of the premises for adult entertainment.

5.12 The prevention of crime and disorder includes all crime and disorder, whether or not it relates directly to the consumption of alcohol, for example, the sale of counterfeit vapes, tobacco and alcohol is illegal, avoids tax, causes harm in local communities and can be dangerous for the user. For that reasons licensees should be able to evidence the provenance of products they sell in their premises.

Public Safety

5.13 The public safety objective is concerned with the physical state of people using the premises, including the prevention of accidents and injuries and other immediate harms that can result from alcohol consumption such as unconsciousness or alcohol poisoning. It also includes the ~~Public safety~~ includes safety of performers appearing at any premises.

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

- Fire safety;
- Emergency evacuation or invacuation;
- Counter-terrorism;
- Ensuring appropriate access from 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;
- 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;
- Considering the use of CCTV in and around the premises.

5.15 The licensing authority is committed to reducing drug-related harm in the night-time economy. Applicants and licensees are specifically expected to risk assess such harm and to put in place appropriate measures to reduce harm. This may include:

- Social media messaging.
- Amnesty bins.
- Proper supervision and observation of the queue.
- Entry measures such as searches and, where appropriate, the use of drug dogs.
- The use of spotters in premises.

- Training of security staff.
 - Use of WC (toilet) attendants.
- 5.16 The licensing authority recognises that drugs may still circulate within licensed premises. It is important that those who have taken drugs are not deterred from seeking help. Applicants and licensees are advised to consider:
- The use of welfare personnel within the venues.
 - The use of paramedics.
 - The provision of medical facilities.
- 5.17 On 1 October 2006 the Regulatory Reform (Fire Safety) Order 2005 replaced previous fire safety legislation. The Council will not seek to impose fire safety conditions as conditions on licences where the Order applies.
- 5.18 Capacity limits will only be imposed where appropriate for the promotion of public safety or for reasons of crime and disorder. Capacity limits will not be imposed as a condition of the licence on fire safety grounds.
- 5.19 Applicants are advised to consult with the Environmental Health department, who can offer advice as to appropriate measures to be included in risk assessments, and potentially in operating schedules, and also in relation to workplace health and safety matters. On receipt of relevant representations, the Council will have regard to the views of the Environmental Health department **where relevant**.
- 5.20 Conditions requiring possession of certificates on the safety or satisfactory nature of equipment or fixtures on the premises will not normally be imposed as those are dealt with by other legislation. However, if it is considered **necessary appropriate** in light of the evidence on each individual case, these types of conditions may be considered.
- 5.21 Special events in the open air or temporary structures raise particular issues. Applicants are referred to other sections of this document where guidance on holding these types of events is given.

Public Nuisance

- 5.22 In considering the promotion of this licensing objective, applicants need to focus on the effect of licensable activities on people living and working in the area around the premises which may be disproportionate and unreasonable.

- 5.23 The Council is aware that the prevention of public nuisance is not narrowly defined in the Act and can include low-level nuisance, affecting only a few local residents, as well as major disturbance affecting the whole community. It may also include, in appropriate circumstances, the reduction of the living and working amenity and environment of people 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.
- 5.24 Where applicants are completing operating schedules, the Council encourages them to have regard to the location of the proposed or actual premises, and in particular whether proposals may have a disproportionate impact in dense residential areas or near to sensitive premises such as nursing homes, old people's accommodation, hospitals, hospices or places of worship.
- 5.25 Applicants are recommended to consult Environmental Health Services for advice on measures that may need to be incorporated into an operating schedule.
- 5.26 If relevant representations are made, the Council will consider whether it is **necessary appropriate** to impose conditions to regulate the behaviour of customers accessing or utilising premises in order to adequately promote the licensing objectives. Any conditions attached will not seek to manage the behaviour of customers once they are beyond the direct management of the licence holder, their staff or agents, but may seek to reduce the impact of the behaviour of customers entering or leaving the premises on people living or working near to the premises. The Council considers that patrons who are using external smoking areas or shelters are there as a direct result of the licensed premises and are within the control of the licensee.
- 5.27 **Further, the Council may consider the applicant's arrangements for dispersal, so as to mitigate the risk of nuisance to local residents from departing customers. Applicants are encouraged to adopt dispersal plans, and to train their staff and security staff in the implementation of the plan.**
- 5.28 The Council will consider whether issues relating to public nuisance can be effectively dealt with by **necessary and** appropriate conditions. These conditions will normally focus on the more sensitive periods, for example, noise from premises in the late evening or early morning when residents may be attempting to sleep.
- 5.29 When considering such matters, the Council will have regard to representations made by Environmental Health Services and by local residents.

- 5.30 The Council recognizes that it is necessary to balance the rights of local residents, businesses and others, with those wishing to provide licensable activities, and those who wish to use such facilities.
- 5.31 Ultimately, if it is **appropriate necessary**, for the prevention of public nuisance where conditions do not adequately address the issues, an application can be refused.

Protection of Children from Harm

- 5.32 The Council recognizes the Kirklees Safeguarding Children Partnership (KSCP) as the responsible authority for the protection of children from harm.
- 5.33 The protection of children from harm includes protection from physical and psychological harm.
- 5.34 The Council notes that the admission of children to premises holding a premises licence or club premises certificate should be freely allowed unless there is good reason to restrict entry or exclude children completely.
- 5.35 Issues about access of children to premises may give rise to concern in some situations, including but not limited to:
- Where adult entertainment is provided on an occasional basis and is not already licensed under other legislation
 - Where there have been convictions of the current management for serving alcohol to minors
 - Where the premises have a reputation for allowing under-age drinking
 - Where requirements of proof of age is not the norm
 - Where premises have a known association with drug taking or dealing
 - Where there is a strong element of gambling on the premises
 - Where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided.
- 5.36 Such situations can be identified through a risk assessment of the operation. In these circumstances, applicants are advised to consider offering appropriate conditions through their operating schedule. In addition, licensees may identify that the access of children to particular parts of the premises poses more risk than others and seek only to exclude children from areas of highest risk.

- 5.37 On receipt of relevant representations, the Council will consider whether conditions are necessary. In such cases, representations by Kirklees Safeguarding Children Partnership (KSCP) and the Police will be given considerable weight where they address issues regarding the admission of children.
- 5.38 It is mandatory for premises which sell or supply alcohol to have an age verification policy in place. Schemes such as Challenge 25/Check 25 volunteered as part of an operating schedule will be given the appropriate weight when the Council determines the licence application **following the receipt of representations**.
- 5.39 No condition will be imposed by the Council requiring the admission of children to any licensed premises except in the case of exhibition of film, where a mandatory condition is applied to all licences with this activity.

Online Sales of Alcohol and Delivery of Alcohol

- 5.40 The Licensing Authority recognises offering online sales of alcohol is a legitimate way in which to operate a business. However, applicants wishing to provide online ordering and deliver of alcohol should pay particular attention to how they will verify a person ordering alcohol online or accepting a delivery of alcohol, is over the age of 18. Applicants should ensure they have a robust age-verification policy in place both at the point of order and in particular at the point of delivery.
- 5.41 Guidance suggests that your couriers or delivery drivers should be instructed to ensure that age verification has taken place, and that photo ID has been checked if the person appears to be less than 18 years of age. **Kirklees Council recommends that premises operate a challenge 25 policy for alcohol delivery services, and that alcohol should only be delivered to buildings rather than parks or open spaces.**
- 5.42 **Persons who run premises providing ‘alcohol delivery services’ should notify the licensing authority that they are operating such a service in their operating schedule.**
- 5.43 **It is advised that premises with an existing premises licence, which choose to operate such a service in addition to their existing licensable activities, contact the licensing authority to ask its view on whether this form of alcohol sale is already permitted or whether an application to vary the licence will be required.**

6 General Principles

- 6.1 In determining a licensing application, the overriding principle will be that each application will be determined on its own merit, having regard to the need to promote the four licensing objectives and considering this licensing policy and the guidance issued under Section 182 by the Secretary of State. Where it is necessary to depart from the guidance or this policy, the Council will give clear and cogent reasons for doing so. **The alcohol toolkit at section 8 of this policy provides local data which may support both applicants, interested parties and the licensing authority.**
- 6.2 Nothing in this policy will undermine any person's right to apply for a variety of permissions under the Act **and have them determined in accordance with the Licensing Act 2003.**

Human Rights

- 6.3 The European Convention on Human Rights makes it unlawful for a local authority to act in a way that is incompatible with a Convention right. The Licensing Authority will have regard to the following relevant provisions of the European Convention on Human Rights:
- Article 6 - that in determination of civil rights and obligations everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law.
 - Article 8 - that everyone has the right to respect for his home and private life.
 - Article 1 - of the first protocol that every person is entitled to the peaceful enjoyment of his or her possessions, including for example a licence.

Protection of Privacy and Data

- 6.4 In line with General Data Protection Regulation and Data Protection Act 2018, the Council are Data Controllers of the information you provide as part of your licence application. The Council have a duty to process and maintain licences and permissions and conduct enforcement activities in accordance with the Licensing Act 2003. This means the Council are duty bound to serve information on responsible authorities. This is part of a legal obligation to meet the requirements for the licensing of the sale of alcohol, regulated entertainment and late-night refreshment.

- 6.5 We may, if necessary, share certain information pertaining to licensed premises or individuals with third parties. These may include other services within the Council (e.g. the Greenspace Action Team), or external third parties including, but not limited to, the Information Commissioner's Office, the Health and Safety Executive, West Yorkshire Joint Services and West Yorkshire Fire and Rescue Service. This information will be shared to make further enquiries regarding your application under the Licensing Act 2003 or where required by law for the detection and prevention of crime.
- 6.6 The Council's corporate privacy notice, which includes details of the authority's Data Protection Officer and your information rights is available at: [How we use your data](#).

Equality Act 2010

- 6.7 The Council is committed to eliminating unlawful discrimination, harassment and victimization, advancing equality of opportunity and fostering good relations within and between our communities. **When determining licence applications following receipt of relevant representations, the Council will have due regard to the need to achieve these goals, in accordance with its public sector equality duty. Applicants are therefore advised to consider these goals in making their application.**
- 6.8 It is **also** recommended that licensees make themselves familiar with the requirements of this Act for the access and provision of services for persons within the protected groups identified by the legislation. The Act makes it unlawful to discriminate against anyone because of:
- Age
 - Being or becoming a transsexual person
 - Being married or in a civil partnership
 - Being pregnant or on maternity leave
 - Disability
 - Race including colour, nationality, ethnic or national origin
 - Religion, belief or lack of religion/belief
 - Sex
 - Sexual orientation
- Further guidance is available at [GOV.UK Guidance on the Equality Act](#)
- 6.9 The Council cannot enforce **individual claims under** the Act, but those who experience discrimination may take legal action following a complaints procedure. Where complaints are received by the Council, we advise the complainant of their rights under the Equalities Act.

Other Regulatory Regimes

- 6.10 The Policy is not intended to duplicate existing legislation and regulatory regimes that already places obligations on employers and operators.
- 6.11 Conditions in respect of public safety will only be attached to licences if they are appropriate for the promotion of that licensing objective.

Safeguarding

- 6.12 The licensing authority is committed to a shared responsibility between organisations and agencies to safeguard and promote the welfare of all children and vulnerable adults in the local area.
- 6.13 The Licensing Authority worked with the Council's Children's Services and Adult Services during the development of this policy where the protection of vulnerable individuals is concerned. Intelligence sharing and the exchange of current strategy developed by the Kirklees Safeguarding Children Partnership ensure that the protection of children from harm remains key.
- 6.14 The Licensing Authority is aware that alcohol use, misuse and abuse is one of the recurring key 'parental factors' in child protection and safeguarding, often contributing to parental neglect of children and domestic abuse and violence within families.
- 6.15 See sections 14, 15 and 18 for safeguarding information relating to, spiking prevention, Martyn's Law, and safer night-time economies.

Exploitation

- 6.16 Alcohol is also often a factor in child sexual exploitation, where young people may be encouraged or coerced to drink, or alcohol may be a factor in risk taking behaviour by young people who drink irresponsibly and then get involved in activities that otherwise they would not. Nationally, evidence has been found of the sexual exploitation of children taking place on licensed premises, or licensed premises being used for the purposes of grooming and enticement (Jay, 2014).
- 6.17 Kirklees Safeguarding Children Partnership (KSCP) works with other statutory authorities (Local Authority, Police and Public Health) and will engage with the licensing trade to promote risk management in relation to child sexual exploitation. The KSCP can provide advice to assist licensees to identify risk and report concerns at different types of licensed premises so that children remain safe, and businesses operate responsibly.

- 6.18 The Licensing Authority encourages license holders and operators of licensed premises:
- To ensure that they are fully aware of the signs of child sexual exploitation and to understand that the sexual exploitation of a child is sexual abuse and a crime and
 - To raise the awareness of their staff about child sexual exploitation and provide intelligence to the appropriate authorities about concerns and about perpetrators who may be operating in their areas.

- 6.19 [The Kirklees Safeguarding Children Partnership](#) webpage dedicated to providing local information about child safety, child sexual exploitation, policies and procedures including risk factors and signs and symptoms:

~~The licensing authority has though taken account of the view of the Government that the use of licensed premises by children should be encouraged.~~

- 6.20 The Licensing Authority will not seek to require that access to any premises is given to children at all times. Under normal circumstances this will be left to the discretion of the licensee. However, the Licensing Authority strongly recommends that applicants address the access of children in the operating schedule.

- 6.21 The Licensing Authority will also not seek to limit the access of children to any premises unless it is necessary for the prevention of physical, moral or psychological harm to them.

- 6.22 Areas that will give rise to particular concern in respect of children include the following premises, the list is not exhaustive:

- Where entertainment of a sexual or adult nature is commonly provided.
- Where there have been convictions of members of staff for serving alcohol to minors or there is a reputation for underage drinking.
- Where there is a known problem with sales of alcohol for consumption off the premises by underage persons.
- Where there is a known association with drug taking or dealing.
- Where there is a strong element of gambling (not the simple presence of a small number of cash prize gaming machines)
- Where the supply of alcohol for consumption is the exclusive or primary purpose of the services provided.

6.23 The Licensing Authority welcomes and supports any campaign aimed at preventing underage consumption of alcohol

6.24 In these circumstances the conditions which are likely to be attached to any licence are:

- Limitations on the hours when children will be permitted.
- Stating a minimum age for access by children.
- Limiting or prohibiting access when certain activities are taking place.
- Permitting access only when the child is accompanied by an individual aged 18 years or over.
- A combination of the above.
- A full exclusion of all individuals aged under 18 years.

~~The Licensing Authority commends the Portman Group Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks. Where applicants intend children to be present on licensed premises or where the sale of alcohol takes place the Licensing Authority will expect the Code of Practice to be fully implemented.~~

6.25 In the case of premises giving film exhibitions the Licensing Authority will expect licensees or clubs to include in their operating schedule arrangements for restricting children from viewing age restricted films, classified according to the recommendation of the British Board of Film Classification or the Licensing Authority itself.

6.26 The Licensing Authority expects that employers will make careful checks where premises or entertainment is specifically targeted towards children to ensure all persons employed or involved with the supervision or management are deemed appropriate persons to be engaged in the activity. An example of such a check would be the completion of a Criminal Records Bureau check to the appropriate standard.

6.27 The licensing authority expects licensees to put in place clear measures to prevent consumption of alcohol by children, including:

- Challenge 25, or a similar age-checking scheme, supported by clear signage, till prompts where appropriate and refusal logs.
- Use of independent age verification checks.
- Risk assessment of proxy purchasing and mitigation measures to prevent it.
- Employment of personal licensees where appropriate.
- Appropriate staff training and refresher training.

- 6.28 The licensing authority will carry out its own checks, both notified and un-notified, to ensure that licensees are complying with their obligations, and reserves the right to apply for review of premises licences where children are not adequately protected.
- 6.29 Where there is evidence of alcohol being stolen from premises, street drinking or consumption by children, licensees should consider:
- Displaying alcohol away from the entrance to the premises.
 - Ceasing advertising alcohol in the window or on A boards.
 - Stopping end of aisle promotions.
 - Storing alcohol behind the counter or within the sight of the counter.
 - Prevention of sale of high strength beer, lager and cider.
 - Prevention of sale of single bottles of beer, lager and cider.
 - Removal of multi-purchase offers.
- 6.30 Where such measures have been ineffective and an application for review is made, the licensing authority will consider what further measures, up to and including revocation, is appropriate.

Impact of Licensing Activity

- 6.31 The Licensing Authority will determine any application by considering the Act, the statutory guidance, this Policy and the four licensing objectives including how it may support other key aims, strategies, and objectives.
- 6.32 The following factors would normally be considered (although other relevant matters may be considered as the individual case dictates):
- The type of use, the numbers and type of customers likely to attend the premises;
 - The proposed hours **and number of days** of operation;
 - The level of public transport accessibility for customers either arriving or leaving the premises and the likely means of public or private transport that would be used by the customers;
 - The adequacy and impact of car parking on local residents or businesses;
 - The scope for mitigating any impact;
 - How often the activity occurs;
 - **Late night use of external areas.**
- 6.33 In considering any application for a variation the Licensing Authority may also take into account:
- Historical evidence, whether favourable or adverse, relating to activities carried out at the premises, especially on local residents or businesses.

- Where adverse impact has been caused, **whether** appropriate measures have been agreed and put into effect by the applicant to mitigate that adverse impact.

Representations

- 6.34 In relation to premises licences and club premises certificates, the Licensing Authority must consider relevant representations as part of its determination. Relevant representations can only be made by ~~interested parties or~~ responsible authorities **or other persons** within prescribed time periods. Where the Licensing Authority is of the opinion that representations are frivolous or vexatious, the 2003 Act prohibits them being considered as relevant representations.
- 6.35 Relevant representations relate to:
- matters about the likely effect of the grant of a premises licence or club premises certificate on the promotion of the licensing objectives; or
 - a proposed designated premises supervisor if made by the Chief Constable.
- 6.36 Relevant representations can be made in opposition to, or in support of, an application and can be made by any individual, body or business that has grounds to do.
- 6.37 Responsible authority means any of the following:
- The Chief Officer of Police
 - The local Fire & Rescue Authority
 - The local enforcement authority for the Health & Safety at Work etc. Act 1974
 - The local authority with responsibility for environmental health
 - The local planning authority
 - A body that represents those who are responsible for, or interested in, matters relating to the protection of children from harm
 - The local weights & measures authority (trading standards); and
 - The relevant Licensing Authority, and any other Licensing Authority in whose area part of the premises is situated.
 - Each local authority's Director of Public Health (DPH)
 - **The Home Office Immigration Enforcement on behalf of the Secretary of State. (Home office immigration are not a responsible authority in relation to Club Premises Certificates).**
- 6.38 In relation to a vessel:
- A navigation authority having functions in relation to waters where the vessel is usually moored or berthed or any waters where it is or is proposed to be navigated at a time when it is used for licensable activities.

- The Environment Agency
- The British Waterways Board
- The Secretary of State for Transport, acting through the Maritime and Coastguard Agency.

- 6.39 In promoting the licensing objectives, the Licensing Authority will, for reasons of appropriateness and efficiency, refer complaints about licensed premises/club premises/temporary events or licensed individuals to its own appropriate service team (e.g. Health & Safety, Pollution & Noise Control) or to another agency (e.g. West Yorkshire Police, West Yorkshire Fire & Rescue Service) for their consideration, in accordance with any enforcement protocols.
- 6.40 As well as responsible authorities mentioned above, any other person can make representations to licensing authorities. A person may also request that a representative makes the representation to the licensing authority on their behalf. For example, a legal representative, a friend, a Member of Parliament, a member of the National Assembly for Wales, or a local ward or parish councillor could all act in such a capacity.
- 6.41 Nothing in this policy will override the right of any person to make representations on an application or to seek a review of a licence or certificate where provision has been made for them to do so in the Act.

Delegation

- 6.42 The Licensing Authority will appoint a Licensing Committee. Licensing decisions will generally be delegated to a licensing subcommittee of 3 Councillors or, in appropriate cases, to officers of the Licensing Authority.
- 6.43 Many of the decisions will be purely administrative in nature and the Licensing Authority will operate the delegations in line with the Council's 'Scheme of Delegation' which is published on the [Council's website](#).
- 6.44 If no relevant representations are received and the operating plan sufficiently demonstrates steps to promote the licensing objectives, the application will be granted.
- 6.45 During the licensing process where representations are received and the issues raised are relevant and cannot be resolved by mediation, the application will be heard by Elected Members.
- 6.46 Every decision made whether by the Licensing Committee, the Sub-Committee or by officers shall be accompanied by clear reasons for that decision.

6.47 Where a Councillor who is a member of the Licensing Committee or Sub-Committee has a **prejudicial personal** interest in the application before them, in the interests of good governance they will disqualify themselves from any involvement in the decision-making process in respect of that application.

7 Personal Licences

7.1 Every supply of alcohol under the premises licence must be made or authorised by a person who holds a Personal Licence. The Act does not require the presence of a Personal Licence holder at all material times but if any sales are made when a Personal Licence Holder is not present, then they must have been authorised by somebody who holds a Personal Licence. Regardless of whether a Personal Licence holder is present or not he will not be able to escape responsibility for the actions of those he authorises to make such sales.

7.2 The council recommends that authorisations for the sale of alcohol be made in writing to ensure that those authorised are clear what their legal responsibilities are. Any premises at which alcohol is sold or supplied may employ one or more Personal Licence holders. This paragraph should be read in conjunction with paragraphs 8.34 to 8.36 on the role of the 'Designated Premises Supervisor'.

7.3 The Licensing Authority recognises that it has no discretion regarding the granting of personal licenses where the applicant:

- is 18 years or over;
- **if subject to immigration control, has permission to work in a licensable activity.**
- possesses a licensing qualification;
- has not been convicted of a relevant offence;
- has not forfeited a licence in the last five years;
- **has paid the appropriate fee to the licensing authority; and**
- **has an unspent conviction for a relevant offence or a foreign offence where the police have not objected to the grant of the application on crime and prevention grounds, or the licensing authority has considered their objection but determined that the grant of the application will not undermine the crime and prevention objective.**

7.4 An application must be made in the form specified by regulation and must be accompanied by the requisite fee together with evidence of the relevant licensing qualification.

- 7.5 Applicants must also produce one of the following:
- from the DBS (Disclosure and Barring Service) a criminal conviction certificate issued under S.112 of the Police Act 1997
 - from the DBS, a criminal record certificate issued under S.113 of the Police Act 1997
 - the results of a subject access search under the Data Protection Act 1998 of the Police National Computer by the national Identification Service and,

In any case such a certificate or search results shall be issued no earlier than one calendar month before the giving of the application to the relevant licensing authority.

7.6 Where the application discloses relevant unspent convictions the Licensing Authority will notify the police of that application and the convictions. The police may then make objection on the grounds of an unspent relevant or foreign offence. If an objection is lodged a hearing has to be held.

7.7 The Licensing Authority will, at such a hearing, consider carefully whether the grant of the licence will compromise the promotion of the crime prevention objective. It will consider the seriousness and relevance of the conviction(s), the period that has elapsed since the offence(s) were committed and any mitigating circumstances.

7.8 All personal licence holders should note that on their first appearance in any court, when charged with a relevant offence (see Annex C of Guidance under section 182 of the Licensing Act 2003); they must declare their status as a holder of a personal licence to that court. Where subsequently convicted they must declare that conviction to the Licensing Authority.

7.9 Individuals applying for a personal licence must be entitled to work in the UK. A person is disqualified from applying for a personal licence or premises licence by reason of their immigration status if:

- The person requires leave to enter or remain in the UK and has not been granted it or
- The person's leave to enter or remain in the UK:
 - Is invalid,
 - Has ceased to have effect, or
 - Is subject to a condition preventing the person from doing work of any kind.

8 Premises Licences and Club Premises Certificates

Application Process

- 8.1 When processing applications the Licensing Authority will not be influenced by the question of need. Need for any particular premise is a commercial matter or it may be part of a Planning consideration.
- 8.2 An application for a premises licence or a club premises certificate must be made in the form specified by regulation. The form must be accompanied by the requisite fee and a floor plan indicating the safety features of the premises such as alarm systems, access and egress points, fire doors, fire extinguishers, etc.
- 8.3 The applicant must also send copies of completed application forms and operating schedules to the responsible authorities ~~named in~~ [Appendix A](#) and advertise the application on or near the premises **and in a local newspaper** in accordance with the relevant regulations.
- 8.4 **“Responsible Authorities” are public bodies that must be fully notified of application and that are entitled to make representations to the licensing authority in relation to the application for the grant, variation or review of a premises licence or club premises certificate. For all premises, responsible authorities include:**
- The relevant licensing authority and any other licensing authority in whose area part of the premises is situated;
 - The chief officer of police;
 - The local fire and rescue authority
 - The relevant enforcing authority under the Health and Safety at Work etc Act 1974;
 - The local authority with the responsibility for Environmental Health;
 - The local Planning Authority;
 - The body that represents those who are responsible for, or interested in, matters relating to the protection of children from harm;
 - Each local authority’s Director of Public Health;
 - The local weights and measures authority (Trading Standards);
and
 - The Home Office Immigration Enforcement (on behalf of the Secretary of State). (Home office immigration are not a responsible authority in relation to club premises certificate).
- 8.5 Applicants must provide an operating ~~plan~~ **schedule** with the application. The plan must include those matters that are prescribed by the Act.

- 8.6 One section of the operating schedule asks the applicant about the steps it will take to promote the four licensing objectives. While it is up to the applicant to decide on the content of this section the licensing authority expects the applicant to state ~~The plan is crucial as it demonstrates to the Licensing Authority~~ how ~~it the applicant~~ will meet the four licensing objectives. It ~~must should~~ therefore contain sufficient information to allow the Licensing Authority to determine the licence and ought to include an assessment of the risks associated with the application. **If the applicant does not do so, it is more likely that there will be relevant representations, which will lead to a hearing before the Licensing Sub-Committee.**
- 8.7 The Licensing Authority strongly recommends that applicants seek advice from the appropriate agencies, for example West Yorkshire Police and West Yorkshire Fire Service prior submitting the ~~operating plan~~ **application.**
- 8.8 The applicant ~~must is expected to~~ conduct an assessment of issues based upon the potential for crime and disorder and it is strongly recommended this is carried out in consultation with local police. Where any crime prevention measures are agreed, they should be implemented in accordance with the West Yorkshire Police Licensing Policy - Crime Prevention Measures. Failure to involve the local police at an early stage may result in them making representations against the application.
- 8.9 Guidance on what the Licensing Authority expects and on the completion of operating ~~plans~~ **schedules** is provided in Appendix B. Notwithstanding this, ~~it is expected that schedules will~~ **plans must** be completed in a manner specific to an application rather than in general terms.
- 8.10 The Licensing Authority requests that holders of a premises licence ~~are requested to~~ make timely applications for variation of the designated premises supervisors. Applicants should note that the legislation allows West Yorkshire Police to object to the designation in order to promote the crime prevention objective.
- 8.11 Any application not completed in accordance with the Act and the regulations may be returned to the applicant unprocessed with a request to complete the application correctly before it is accepted by the Licensing Authority.
- 8.12 The council may use the information submitted in any application form for any licence and/or permission provided for under the terms of the Act for the purpose of its statutory function(s) in its capacity as the relevant Licensing Authority.

8.13 The Council may disclose all such information to its agents or service providers. The Licensing Authority may also share this information with other Council services.

Full Variation Process

8.14 Any changes to an existing licence will require an application to vary the licence, under sections 34 for full variations or section 41A for minor variations.

8.15 However, a section 34 application cannot be used to vary a licence so as to:

- Extend a time limited licence;
- Vary substantially the premises to which the licence relates;
- Transfer the licence from one holder to another; or
- Transfer the licence from one premises to another.

8.16 If an applicant wishes to make these types of changes to the premises licence, then an applicant should make a new premises licence application or transfer the existing premises licence to another holder.

8.17 Variations to Club premises are dealt with under section 84 for full variation and section 86A for minor variations.

Planning and Building Regulations

8.18 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.

8.19 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.

8.20 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.

- 8.21 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.
- 8.22 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.
- 8.23 The Licensing and Safety Committee and officers may have discussions with the planning service and applicants prior to the determination of an application with the aim of agreeing mutually acceptable operating hours and scheme designs. In circumstances where, as a condition of planning permission, a terminal hour has been set for the use of the premises for commercial purposes differs from the licensing hours, the applicant must observe the earlier closing time.
- 8.24 Where the operation of an existing business/community facility could have a significant adverse effect on new planning development, including changes of use, in its vicinity, the applicant applying for the new planning development should be required by the local planning authority to provide suitable mitigation before the development has been completed. Further advice on this topic is given in the National Planning Policy Framework, paragraph 193.

Licensing Hours

- 8.25 ~~The Government~~ Guidance under section 182 of the Licensing Act 2003 states that flexible licensing hours may reduce the level of conflict / anti-social behaviour / disorder caused by concentrations of young drinkers, allowing a more gradual dispersal of customers from premises. However, the Guidance also states that in some cases, the impact on surrounding areas of the behaviour of the customers of all premises taken together will be greater than the impact of customers of individual premises. These conditions are more likely to arise in town and city centres but may also arise in other urban centres and the suburbs, for example on smaller high streets with high concentrations of licensed premises.
- 8.26 The Council accepts that use of more flexible hours can provide customers and businesses with a greater choice and may help to promote the evening economy in Kirklees, particularly in our town centres. However, there is no general presumption in favour of lengthening licensing hours and the four licensing objectives should be paramount.

8.27 **The Following receipt of relevant representations the** Licensing Authority will consider supporting longer hours where:

- There is likely to be no significant effect on crime and disorder or public nuisance.
- The operating schedule clearly demonstrates that the applicant is taking appropriate measures to minimise any adverse effects on residents and businesses in the vicinity. Measures to reduce the impact of customers using external facilities in and around premises (e.g. beer gardens, car parks, and pavements) are increasingly important, since the introduction of the Health Act 2006 (smoke free premises)
- Transport facilities are available to take customers away from the venue.
- **Where the hours don't exceed existing hours permitted by the planning permission.**

8.28 Shops, stores, and supermarkets will normally be permitted to provide sales of alcohol for consumption off the premises at any time when the retail outlet is open unless there are **very** good reasons for restricting those hours.

Operating Schedules

8.29 Under the Licensing Act 2003 applicants are required to complete an 'operating schedule'. They are expected to have regard to the Council's Statement of Licensing Policy. They must also be aware of the expectations of the Licensing Authority and the responsible authorities as to the steps that are appropriate for the promotion of the licensing objectives, and to demonstrate knowledge of their local area when describing the steps they propose to take to promote these.

8.30 Operating schedules are the key to ensuring that the four licensing objectives are promoted. An operating schedule should include enough information to enable any responsible authority or other person to assess whether the steps to be taken to promote the licensing objectives are satisfactory.

8.31 Whilst applicants are not required to seek the views of the responsible authorities before formally submitting their application, they may find them to be a useful source of expert advice on local issues that should be taken into consideration when making an application. The Council encourages co-operation between applicants, responsible authorities and, where relevant, local residents and businesses before applications are submitted in order to minimize the scope for disputes to arise.

- 8.32 Although not a licensing objective, matters relating to public health and alcohol are an important factor to consider, and applicants may find it useful to contact Kirklees Public Health team for advice on how to reduce potential negative impact alcohol can have on the residents of Kirklees and for support on operating responsibly.
- 8.33 Applicants may find contacting their local ward Councillor helpful. Councillors provide a voice to the people living in the ward they represent. They are aware of the needs of their community and are in touch with the issues that local people face. As well as influencing council decisions on funding and development, they work with other organisations, such as the police, local schools and health services, to help bring about improvements to services and the environment for their local community.
- 8.34 The Council expects individual applicants to complete the operating schedule in a manner that is specific to the application being made in respect of those premises and the licensable activity to be carried on, rather than in general or standard terms. Information should be given to demonstrate how the individual applicant proposes to address and promote the licensing objectives. **Such conditions should emerge initially from the risk assessment carried out by the applicant.**
- 8.35 **The licence may not simply replicate the wording from an applicant's operating schedule, conditions will be interpreted with the applicant's intention and will be appropriate and proportionate for the promotion of the licensing objectives.**
- 8.36 Any application or operating schedule not completed in accordance with the Act and the regulations may be returned to the applicant unprocessed with a request to complete the forms correctly before the application is accepted by the Council.
- 8.37 **The Council will provide a list of example standard conditions for applicants which can be accessed via the Council's website {LINK TO BE INCLUDED}. The Council expects our applicants to consider the standard conditions in relation to their application prior to the submission of an application.**

Conditions

- 8.38 The Licensing Authority will only impose conditions on a licence (other than the statutory mandatory conditions) which are appropriate for the promotion of the licensing objectives, following scrutiny of the applicants operating plan and any relevant representations.

- 8.39 Where conditions are imposed, they will be tailored to the individual style and characteristics of the premises and events concerned.
- 8.40 The Licensing Authority may also impose conditions other than those set out in the guidance, in circumstances where this is appropriate to properly promote the licensing objectives.
- 8.41 More stringent conditions will usually be considered on new or variation applications or when reviewing a licence where applicants have a previously documented failure to comply with licence conditions.
- 8.42 Applicants are strongly encouraged to make early contact with the appropriate responsible authorities to discuss proposed conditions in advance of the submission of their application to the Council.

Premises Supervisors

- 8.43 The sale and supply of alcohol, because of its impact on the wider community and on crime and anti-social behaviour, carries with it greater responsibility than that associated with the provision of regulated entertainment and late-night refreshment.
- 8.44 The Licensing Authority accepts that not every person retailing alcohol at premises licensed for that purpose needs to hold a personal licence, but every sale or supply of alcohol must be authorised by such a licence holder. The Licensing Authority would normally expect that personal licence holders give specific written authorisation to individuals that they are authorising to sell alcohol on their behalf. This would assist personal licence holders in demonstrating due diligence. Although the designated premises supervisor or a personal licence holder may authorise other individuals to sell alcohol in their absence, they are responsible for any sales made.
- 8.45 The requirements relating to the designated premises supervisor and authorisation of alcohol sales by a personal licence holder do not apply to community premises where a successful application has been made to disapply the usual mandatory conditions in sections 19(2) and 19(3) of the Licensing Act 2003.

Live Music, Dancing and Theatre

8.46 The Live Music Act 2012 extends the range of live music performances that can take place without a licence under the 2003 Licensing Act. Where live music performances and other regulated entertainment impacted by the Live Music Act 2012 are licensable, the Council, when determining which conditions should be attached to licences and certificates are aware of the need to avoid measures which deter live music and dancing and theatre etc. by imposing indirect costs of a disproportionate nature. The Licensing Authority is aware that the absence of cultural provision can itself lead to young people being diverted into anti-social behaviour.

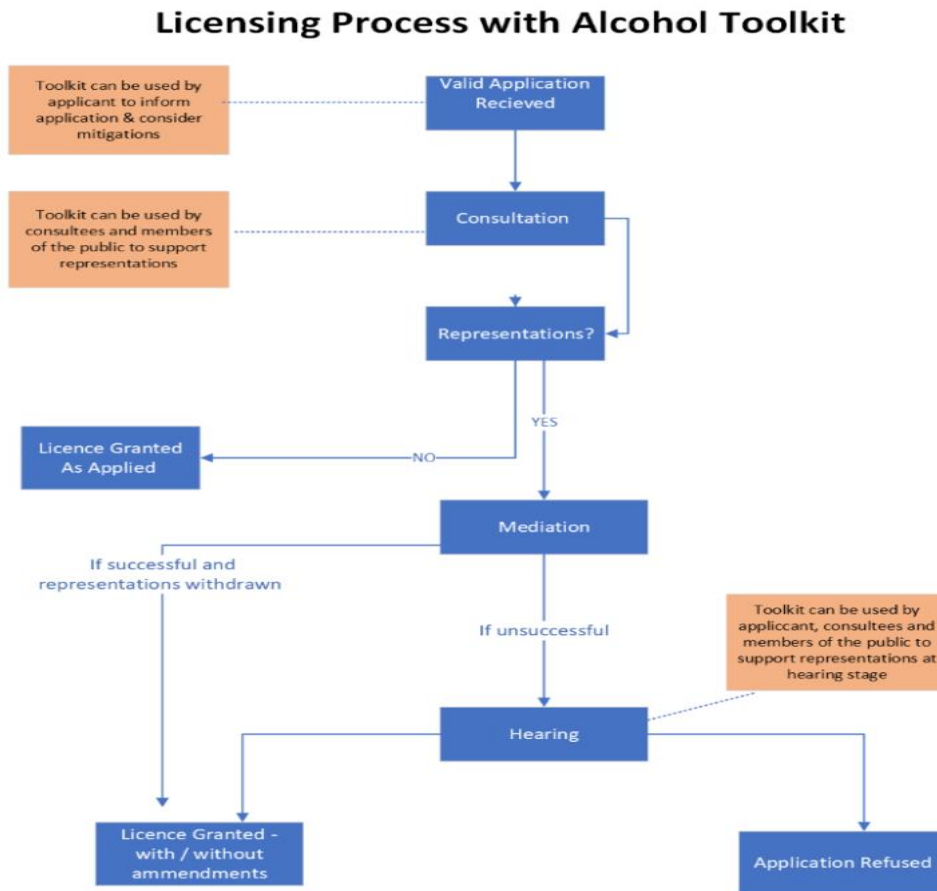
Alcohol Toolkit

8.47 In 2012, the Police and Social Responsibility Act 2011 introduced Public Health as a responsible authority under the Licensing Act 2003, however, there is no licensing objective linked to public health.

8.48 The Licensing Authority and Public Health have worked together to establish a way the data Public Health have access to can be utilised to:

- Shape and strengthen this policy
- Assist responsible authorities and other persons, to determine if an application in a specific area would impact on the licensing objectives
- Provide data and evidence to assess if the concentration of premises in a particular area impacts the Council's duties to promote the licensing objectives, and therefore warrant the introduction of a 'cumulative impact policy'.

8.49 The table, below, shows how the toolkit can assist applicants and other persons during the licensing application process:



8.50 The Alcohol Toolkit uses data on alcohol-related outcomes to give a picture of the current health and wellbeing of a local area in relation to alcohol. It is intended to be used by both applicants and consultees to help inform their input into the licensing process, all that is required is the postcode for the premises to access relevant data for this postcode.

8.51 Any representations submitted to the licensing authority from data gained from the toolkit will be required to be linked to one of the four licensing objectives:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

8.52 The toolkit can be found on the council's website (LINK TO BE ADDED WHEN TOOLKIT GOES LIVE)

9 Early Morning Alcohol Restrictions Orders (EMARO)

- 9.1 The power conferred on licensing authorities to make, vary or revoke an EMARO is set out in section 172A to 172E of the Licensing Act 2003. This power was brought into force on 31st October 2012 and the government has provided guidance as part of the S182 Guidance to Licensing Authorities.
- 9.2 The power enables a Licensing Authority to prohibit the sale of alcohol for a specified time period between the hours of 12am and 6am in the whole or part of its area, if it satisfied that this would be appropriate for the promotion of the licensing objectives.
- 9.3 EMARO's are designed to address recurring problems such as high levels of alcohol related crime and disorder in specific areas at specific times; serious public nuisance and other instances of alcohol related anti-social behaviour which is not directly attributable to specific premises.
- 9.4 Further information on the process of requesting and implementing EMAROs can be found within the Government's Section 182 Guidance to Licensing Authorities.
- 9.5 There are currently no EMARO's in place in Kirklees.

10 The Late Night Levy

- 10.1 The late-night levy is a power, conferred on licensing authorities by provision in Chapter 2 of part 2 of the Police Reform and Social Responsibility Act 2011. This enables licensing authorities to charge a levy to persons who are licensed to sell alcohol late at night in the authority's area, as a means of raising a contribution towards the costs of policing the late-night economy, and the reduction or prevention of crime and disorder.
- 10.2 The decision to introduce the levy is an option available to all licensing authorities in the whole of their respective areas. The levy will be payable by the holders of any premises licence or club premises certificate, in relation to premises in the authority's area, which authorises the sale or supply of alcohol on any days during the period beginning at or after midnight and ending at or before 6am (late night supply period).
- 10.3 Currently Kirklees Licensing Authority area does not have a late-night levy.

11 Cumulative Impact Assessments

- 11.1 Cumulative impact means the potential impact on the promotion of the licensing objectives where there are a significant number of licensed premises concentrated in one area.
- 11.2 The licensing policy is not the only means of addressing such problems. Other controls include:
- Planning and Environmental controls.
 - Positive measures to create cleaner greener and safer environment.
 - Provision of CCTV.
 - Provision of transport facilities including taxi ranks
 - Police enforcement and closure powers
 - Joint agency action to address under-age and binge drinking.
- 11.3 The Policy is not intended to be the primary mechanism for the general control of nuisance, anti-social behaviour, and environmental crime once consumers are away from the vicinity of the premises.
- 11.4 There are places in the area which on occasion raise concerns in relation to numbers of people congregating in and moving around certain confined locations and the effect of this on crime and disorder, public safety, and public nuisance. This is particularly so at night-time when large numbers of ~~alcohol-fuelled revellers~~ **people who have been drinking alcohol** are present **in public areas**.
- 11.5 The Licensing Authority, in consultation with the police and other relevant parties, will regularly review the issue of cumulative impact in light of the practical experience of the operation of the Licensing Act 2003 and of the demand for premises licences. Such reviews will be conducted as part of regular liaison meetings.
- 11.6 **As part of the current review of this statement of licensing policy the council is also consulting on the need for a Cumulative Impact Policy and this section will be updated accordingly following the consultation.**
~~Any imposition of special provisions to combat the effect of cumulative impact will only be introduced after widespread consultation, including those bodies/persons indicated in section 5(3) of the Act, and the establishment of clear evidence of a problem and its links with licensed activities. Any special policy, once adopted, will be the subject of regular reviews.~~

- 11.7 Should special provisions be introduced they will not be applied universally or override the right of each application to be dealt with on its merits. Where licences are unlikely to add significantly to the cumulative impact, the presumption is that they will be granted.

12 Temporary Events

- 12.1 The system of permitted temporary activities is intended as a light touch process and as such, the carrying on of licensable activities does not have to be authorised by the Licensing Authority on an application. Instead, a person wishing to hold an event at which such activities are proposed to be carried on (the 'premise user') gives notice to the Licensing Authority of the event (a 'temporary event notice' or TEN).
- 12.2 Temporary Event Notices make provision for small scale, one-off events. This could be in a situation where a venue does not benefit from a premises licence, or where the premises licence does not meet the need of a particular function on a particular night.
- 12.3 Temporary event notices are subject to various limitations. These are concerned with:
- The number of times a premise user may give a TEN (50 times in a calendar year for a personal licence holder and 5 times in a calendar year for other people);
 - The number of times a TEN may be given for any particular premises (~~42~~15 times in a calendar year);
 - The number of times a premises user may give a late TEN (10 times in a calendar year for personal licence holders, twice for anyone else), a late TEN is a notice that is given less than 10 working days before an event, when a premises user has given the permitted number of late TENs that calendar year the notice will be returned as void and the activities described in it will be void.
 - The maximum duration of an event authorised by a TEN is 168 hours (7 days);
 - The maximum total duration of the events authorised by TENs in relation to individual premises (21 days in a calendar year)
 - The maximum number of people attending at any one time (fewer than 500); and
 - The minimum period between events authorised under separate TENs in relation to the same premises (not including withdrawn TENs) by the same premises user (24 hours).

- 12.4 The most important aspect of the system of temporary event notices is that no permission is required for these events from the Council. In general, only the police or Environmental Health may intervene to prevent such an event or modify the arrangements for such an event. The Council will only intervene itself if the limits on the number of notices that may be given in various circumstances would be exceeded.
- 12.5 Many premise users giving temporary event notices will not have commercial background or ready access to legal advice. They will include, for example, people acting on behalf of charities, community and voluntary groups, all of which may stage public events to raise funds, at which licensable activities will take place. The Council will ensure that local guidance about the temporary permitted activities is clear and understandable and will strive to keep the arrangements manageable and user-friendly for such groups.
- 12.6 There are two types of TEN; a standard TEN and a late TEN. These have different notice periods. A standard TEN is given no later than ten working days before the event to which it relates; a late TEN is given not before nine and not later than five working days before the event. The notice periods do not include the day the authority receives the notice or the day of the event.
- 12.7 Where an objection from the Police or Environmental Health is received to a TEN, a hearing will be held. There is no scope for hearings (or appeals) in respect of late TENs and if objections are raised by the Police or Environmental Health in relation to a late TEN, the notice will be invalid, and the event will not go ahead.
- 12.8 The Council encourages notice providers to give the earliest possible notice of events likely to take place. This is particularly relevant to events which are to take place in the open air or in a temporary structure. Assistance with the planning of events can be provided through multi agency forum meetings.
- 12.9 The council will provide local advice about proper respect for the concerns of local residents; of other legislative requirements regarding health and safety, noise pollution, the building of temporary structures, or other necessary permissions, and of the powers to close down events with no notice on grounds of disorder, the likelihood of disorder or noise emanating from the premises.

Police or Environmental Health intervention in relation to TENs

12.10 The Act provides that in exceptional circumstances, the police or Environmental Health may issue an objection notice because they believe the event would undermine the one or more of the four licensing objectives set out in the Act. The Police or Environmental Health must issue an objection notice within three working days of being notified, but they can subsequently withdraw the notice. The issuing of such an objection notice requires the consideration of the objection by the council at a hearing in the case of a standard TEN. If an objection notice is issued in relation to a late TEN, then the TEN is cancelled and licensable activities are not authorised.

12.11 The ability of Police and Environmental Health to serve such a notice is a further reason why event organisers are strongly encouraged by the council not to rely on giving the minimum amount of notice and to contact the local Police and Environmental Health at the earliest possible opportunity about their proposals.

Additional limitations

12.12 The council, on receiving temporary event notices, will also check that the requirements of the Act as to duration and numbers of notices are met. For these purposes, a notice is treated as being from the same premises user if an associate gives it.

12.13 The Act defines an associate as being:

- the spouse or civil partner of that person;
- a child, parent, grandchild, grandparent, brother or sister of that person; or
- an agent or employee of that person;
- the spouse or civil partner of a person listed in either of the two preceding bullet points.

12.14 A person living with another person as his or her husband or wife is treated for these purposes as his or her spouse.

13 Review of a Premises Licence or Club Premises Certificate

13.1 The Licensing Authority recognises the importance of its ability to review premises licences. The proceedings set out in the 2003 Act for reviewing premises licences represent a key protection concerning problems associated with crime and disorder, public safety, public nuisance and the protection of children from harm. Partnership working is important to achieve the promotion of the licensing objectives. Responsible Authorities are encouraged to give licensees early warning of any concerns identified at a premise.

13.2 Responsible Authorities and other persons can apply for the review of a premise licence or club premises certificate. At a Licensing Panel hearing, reasons should be given for any decisions, and details recorded of any conditions to be attached to the licence. A copy of the decision notice will be kept on the relevant premises file.

13.3 The Licensing Authority must, having regard to the application and any relevant representations, take such steps mentioned below (if any) as it considers appropriate for the promotion of the licensing objectives.

The steps are:

- To modify the conditions of the licence including imposing new conditions, altering existing conditions or removing conditions (permanently or temporarily)
- To exclude a licensable activity from the scope of the licence (permanently or temporarily)
- To remove the Designated Premises Supervisor
- To suspend the licence for a period not exceeding three months
- To revoke the licence

13.4 For cases which are being considered as a result of a review or potential enforcement action, the council will take into account all relevant circumstances, but will view the following matters particularly seriously:

- Failure to promptly respond to a warning properly given by a responsible authority
- Failure to engage with the responsible authorities in an effective manner
- Previous convictions for licensing offences
- Previous failure to comply with licence conditions

13.5 In cases where the crime prevention objective is being undermined through the premises being used for criminal activities, such as the supply of drugs and money laundering, it is expected that revocation of the licence, even in the first instance, will be seriously considered.

13.6 Where there has been a request for a review, the Licensing Authority must advertise that an application for a review has been made. Further representations may then be made within 28 days from the original application for review. A hearing must be held within 20 working days of the end of the 28-day period. Anyone who has made a representation and who wants to attend the hearing must inform the Licensing Authority at least 5 working days before the day of the hearing.

13.7 Appeals against licensing decisions will be heard by Magistrates Court

Closure Notices

- 13.8 Section 19 of the Criminal Justice and Police Act 2001 gives licensing authorities, police and local authorities the power to serve a closure notice where any premises are being used (or have been used within the last 24 hours), for the sale of alcohol for consumption on or in the vicinity of the premises; and the activity was not authorised or not in accordance with the conditions of the authorisation. The notice informs the person with control of, or responsibility for, the activities carried out at the premises that if unauthorised alcohol sales continue, an application may be made to the court for an order to close the premises.

Closure Orders

- 13.9 Where a Magistrates Court makes a Closure Order under ~~Part 8 of the Licensing Act 2003 on the grounds of disorder~~ the **Anti-Social Behaviour, Crime and Policing Act 2014**, the Council must carry out a review of the licence.

~~Where a Magistrates Court makes a Closure Order under Chapter 3 of the Anti-Social Behaviour, Crime and Policing Act 2014, the police or the Council's Public Protection section may request a review of the licence.~~

Expedited Reviews

- 13.10 The provisions in the Licensing Act 2003, inserted by Section 21 of the Violent Crime Reduction Act 2006, allow for a quick process to attach interim conditions to a licence and to fast track a licence review when a senior police officer submits a certificate alongside a review application stating that, in their opinion, the premises concerned is associated with serious crime or serious disorder (or both).
- 13.11 On receipt of an application for an expedited review of a premises, the Licensing Authority shall, within 48 hours, supply a copy of the review and certificate to the premises licence holder and consider whether it is necessary to take any interim steps pending the completion of the review process. These steps may include:
- The modification of the conditions of the premises licence
 - The exclusion of the sale of alcohol by retail from the scope of the licence
 - The removal of the Designated Premises Supervisor from the licence; and
 - The suspension of the licence

14 Spiking Prevention

- 14.1 Drink Spiking is when someone puts drugs or alcohol into a person's drink without their consent, since 2021 there has been an increase in reports of spiking throughout the Country, including a new trend of allegations of substances being administered by needles rather than through drinks.
- 14.2 The Council takes a zero-tolerance approach to spiking, and thankfully in Kirklees there have been very few reports of spiking.
- 14.3 Preventative measures that the Council expects from licensed premises to take are:
- Ensure all reports of spiking are acted upon and that all incidents of alleged spiking are recorded and reported to the police.
 - Ensure the health and safety of the customer, which could be calling the emergency services, ensuring they are with trusted friends who will look after them, offering assistance if needed, and provide a safe space for the customer.
 - Ensure that appropriate training is provided to relevant members of staff.
 - Review searching procedures and amend as necessary, as well as reviewing how often toilets are inspected. Premises should also review the functionality of any CCTV and ensure it is not obscured.
 - Consider providing information (such as posters) regarding drink spiking in the premises.
 - Consider if it would be useful to provide anti-spiking bottle stopper and protective drink covers.

15 Sustainable Event Management

- 15.1 The Council has a top tier "Environment Strategy; Everyday Life", which has a vision of: "Making the environment a priority in all decision-making, whether big or small. We want to harness the power of the natural environment to enhance the lives of the people who live, work and study in Kirklees, fostering healthy, happy, and better-connected communities".
- 15.2 The Council also declared a Climate Emergency in 2019, with a district-wide target of achieving a 'Net Zero and Climate Ready Kirklees by 2038'.
- 15.3 Sustainable event management, what is it?
It is integrating socially, environmentally, and economically responsible decision-making into the planning, organisation, implementation, and participation in events.

15.4 How do you organise a sustainable event?

Integrating sustainability into event management is now seen as the best-practice approach. It promotes the efficient and responsible use of natural resources, can help reduce the negative impact of events on the environment and create a more positive social and economic impact. Below are a series of actions that event organisers can take to reduce and mitigate the negative impacts associated with event delivery:

Transport and Travel:

- Find Green Transport options for your event – public transport options, encourage car-pooling, highlight local bike or scooter sharing programs.
- Keep it Local – when sourcing what you need for your event try to do so as locally as possible to reduce the environmental effects of transportation.

Waste and Material Management:

- Re-use, re-purpose and recycle rather than putting things in the bin – single use items can produce a vast amount of waste and damage the planet.
- Toilets – Consider some of the newer greener toilet options which use sawdust to eliminate smells. Once the waste is composted it can be spread on fields to feed the land. Don't forget the recycled toilet paper.
- Work on a zero or minimal waste policy – encourage event staff, vendors and participants to avoid disposable event supplies.

Energy Use:

- Go renewable – If your event requires sound and staging, consider ways to reduce energy consumption, such as low-energy lights, bike-powered coffee makers to charger stations, re-using heat from the premises, and using the dance floor or walkway to create kinetic energy.

Food and Beverage Merchandising:

- Create a green catering plan – food is a major driver of climate change and over-catering is common at many events, so accurately estimate the amount of food required for the number of attendees.

Event Management and Workforce:

- Work with sustainable event suppliers
- Choose a venue that is LEED-certified (Leadership in Energy and Environmental Design).

- Develop unique sustainability goals – Assess what you currently use and promote and once you have calculated your environmental impact you can start to develop actionable goals to work towards.
- Use eco-friendly event merchandise

Communication and Marketing

- Save trees, send a digital invitation or a digital ticket
- Purchase Carbon Credits. A carbon credit is a token representing your events carbon impact and it provides money to projects that remove greenhouse gasses, such as forest reclamation projects.
- Encourage sustainable lodging for attendees – for events attracting out-of-town guests, partner with hotels with proven sustainability commitments.
- Partner with local conservation efforts – connect your event with local environmental or conservation projects.
- Educate attendees about sustainability – offer workshops, keynote speeches or information booths.
- Give back on Earth Day – celebrate the planet on or around April 22nd with a green Earth Day event.

16 Martyn's Law

- 16.1 The Terrorism (Protection of Premises) draft bill, also known as Martyn's Law, is named after Martyn Hett who was among 22 people killed in the 2017 Manchester Arena attack. The purpose of the new law will be to keep people safe, enhance national security and reduce the risk to the public from terrorism by the protection of public venues.
- 16.2 At the time of writing this policy Martyn's Law has not yet commenced, however, the Council encourages all existing and future licence holders to take responsibility in the fight against terrorism. It is advised that all licensed premises complete a site security plan and require all management and staff to undertake the online ACT Awareness Training. The training can be found here [ACT Awareness e-Learning | ProtectUK](#)
- 16.3 Further information and guidance can be found at [Welcome to ProtectUK | ProtectUK](#)

17 Safer Nighttime Economy

- 17.1 The Council acknowledges its role in preventing serious violence and in line with the Serious Violence Duty, [Serious Violence Duty - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/serious-violence-duty) continues to work closely with duty holders to prevent serious violence in Kirklees, particularly in the night-time economy. The Council and its partners continue to look at ways of securing additional funding to support the safety of individuals and communities within our night-time economy. This includes working closely with the combined authority and violence reduction partnership on initiatives such as the night safety mobile wellness bus and street marshals within Huddersfield town centre and rural villages.

Purple Flag

- 17.2 Vibrant night-time economies do not happen by accident. Innovation, creation, planning and partnership are all key elements to creating a destination that can delight users after dark.
- 17.3 Purple Flag is an international accreditation programme that aims to reward those who achieve this in their destinations after dark. It strives to help create safe and thriving locations at night for all users.
- 17.4 Purple flag accreditation can bring real benefits which include: -
- A raised profile and an improved public image for the location
 - A wider patronage, increased expenditure
 - Lower crime and anti-social behaviour
 - A more successful mixed-use economy in the longer term
- 17.5 The Council will strive to be in a position to apply for Purple Flag status in the future.

“Ask for Angela”

- 17.6 “Ask for Angela” is a simple, yet effective scheme to reduce or prevent sexual violence and vulnerability. Anyone who feels threatened, unsafe or finds themselves in a frightening situation can approach staff within a licensed premises and ask for ‘Angela’. This code-word signals to the member of staff that they need help to get out of a situation.
- 17.7 The ‘Ask for Angela’ campaign is supported by the Council and promoted by the licensing authority in partnership with Safer Kirklees, West Yorkshire Police (The Community Safety Partnership), National Pub Watch and across the other West Yorkshire Authorities.

- 17.8 Applicants and licensees are encouraged to adopt the Ask for Angela scheme in their premises.

Kirklees Publicly Accessible Trauma (PACT) First Aid Kits

- 17.9 A trauma kit is designed to treat major injuries or control bleeding until professional medical attention can be received. Where there are known PACT first aid kits present, the below sticker has been offered for public window display to indicate that a kit is available on site. A list of all known locations can be found here [Known-Locations-of-Publicly-Accessible-Trauma-Kits.pdf \(kirklees.gov.uk\)](#)



The Welfare and Vulnerability Engagement (WAVE) Initiative

- 17.10 The WAVE initiative is a free tool that aims to increase the skills and knowledge of those working in licensed premises to identify vulnerability and make appropriate interventions to keep people safe. The free tool can be found here [Welfare and Vulnerability Engagement \(WAVE\) Resources \(nbcc.police.uk\)](#)
- 17.11 Applicants and licensees are encouraged to consider how they can protect their customers from predators, including by training staff and door staff to recognise signs of vulnerability and by encouraging an active bystander approach.
- 17.12 Critically, applicants and licensees are expected to record, investigate and notify Police of all allegations of sexual assault and similar offences and to take appropriate steps to detain the alleged offender. The licensing authority will take seriously any evidence that there is a level of tolerance of sexual offences within any night-time venue.

18 Enforcement

- 18.1 The Licensing Authority has adopted the Kirklees Guide to Enforcement, which sets out the Council's general approach to enforcement in the district. The policy includes restorative practice and justice (where available) and the aim is to encourage the development of the use of education and behaviour change where appropriate. This will allow for greater attention to high-risk premises and lighter touch approach to those which are well maintained and managed and represent a lower risk. This can be found on the Council website – [Kirklees Guide to Enforcement 2019](#)
- 18.2 Where appropriate the Licensing Authority will work in partnership with other agencies in enforcement around the licensing objectives.
- 18.3 Enforcement activity will be directed using intelligence from many sources including other services, and agencies.
- 18.4 Risk is linked to many issues but one of these will be premises encouraging excessive drinking via aggressive drinks promotions leading to nuisance and disorder. **Where this is the case, then a review may result, at which the licensing authority will consider taking enforcement measures to prevent a repeat of such practice.**
- 18.5 The Licensing Authority will consider whether other direct powers should be used to address a problem for example Police, Fire and Environmental Services have their own powers.
- 18.6 The Kirklees Guide to Enforcement is intended to protect the public, the environment, consumers and workers through:
- Providing clear advice and guidance to help businesses and residents meet their responsibilities
 - Enforcing the law in a fair, equitable and consistent manner
 - Assisting broadly compliant businesses to meet their legal obligations
 - Taking firm action where it is necessary and appropriate to do so
 - Trained professional officers who monitor compliance
- 18.7 **Where the Licensing authority receives complaints regarding specific licensed premises, in relation to a licensed premises undermining one or more of the licensing objectives, it will first work to ascertain whether those complaints are substantiated.**

- 18.8 Where a complaint is substantiated, the Licensing Authority will work with the licence holder to address the concerns raised and to find a solution, this may be in the form of an action plan, subject to the agreement of the holder of the licence.
- 18.9 Where matters cannot be resolved to the satisfaction of all parties, and one or more of the licensing objectives are not being upheld, the Licensing Authority will, as a responsible authority, seek a review of the licence.
- 18.10 The Licensing Authority will maintain an online register of licences and licence applications which can be accessed via the Council's website.
- 18.11 Where Responsible Authorities or other parties make representations in connection with the licensing objectives, in order to seek a review of a licence, provided the representations are not frivolous, vexatious or repetitious, the Licensing Authority will review the licence.

19 Appendix A – Contact Information

19.1 Contact Information – Licensing Authority, responsible authorities/useful contacts

19.1.1 Licensing Authority

Kirklees Council – Licensing Department
PO Box 1720
Huddersfield
HD1 9EL
Tel: 01484 456868
licensing@kirklees.gov.uk

19.1.2 Responsible Authorities

Public Health Directorate
Kirklees Council
PO Box 1720
Huddersfield
HD1 9EL
publichealthlicensing@kirklees.gov.uk

Kirklees Environmental Health
Pollution & Noise Control / Health &
Safety
Kirklees Council
PO Box 1720
Huddersfield
HD1 9EL
Tel: 01484 221000
Environmental.health@kirklees.gov.uk

Kirklees Safeguarding Children Partnership
Kirklees Council
PO Box 1720
Huddersfield
HD1 9EL
Tel: 01484 221000
KSCB.Admin@kirklees.gov.uk

West Yorkshire Trading Standards
PO Box 5
Nepshaw Lane South
Morley
Leeds
LS27 0QP
Tel: 0113 5353000
licensing@wyjs.org.uk

West Yorkshire Police Licensing Office
Flint Street Depot
Fartown
Huddersfield
HD1 6LG
Tel: 01484 456868
richard.woodhead1@westyorkshire.police.uk

Kirklees Council Planning Services
Development Control
PO Box B93
Civic Centre III
Huddersfield
Tel: 01484 221000
planning.contactcentre@kirklees.gov.uk

Home Office – Immigration
Alcohol Licensing Team
Lunar House
40 Wellesley Road
Croydon
CR9 2BY
alcohol@homeoffice.gov.uk

Fire Protection Department
Oakroyd Hall
Birkenshaw
BD11 2DY
Tel: 0113 3875738
Fire.safety@westyorksfire.gov.uk

19.1.3 Useful Contacts

British Institute of Innkeeping
Wessex House
80 Park Street
Camberley

Security Industry Authority (SIA)
PO Box 1293
Liverpool
L69 1AX

Surrey
GU15 3PT
Tel: 01276 684449

Tel: 0844 8921025
www.the-sia.org.uk/register

NCFE
Q6 Quorum Business Park
Benton Lane
Newcastle Upon Tyne
Tel: 0191 2398000

Disclosure & Barring Service
PO Box 110
Liverpool
L69 3EF
Tel: 0870 9090822

City and Guilds
1 Giltspur Street
London
EC1A 9DD
Tel: 020 7294 2468

Huddersfield Magistrates Court
PO Box B37
The Court House
Civic Centre
Huddersfield
Tel: 01484 423552

20 Appendix B - Operating Plan Schedule Considerations

The operating plan schedule is a key document in the licensing process. It is one of the primary means by which the Licensing Authority and the consultees can assess whether the licensing objectives have been satisfied within a particular application.

The following is a list of matters to which applicants should give consideration, if relevant to the premises in question. Applicants should note the outcome within the operating plan. Please note the matters are not exhaustive and it is recognised that some may fall outside the remit of the Act. Notwithstanding this, if all the matters have been addressed, they are more likely to lead to a successful, safe well managed premise.

The matters are listed under each of the four licensing objectives.

Crime and Disorder

- Within the trading hours requested, consideration of the times within which alcohol is to be sold or supplied, other times at which the premises are to be open to the public, drinking-up time, last entry policies etc.
- Crime prevention through application of 'secure by design' principles to the premises e.g. all areas visible from the bar. The use of CCTV systems, both within and outside the premises, installed and operated under West Yorkshire Police guidelines.
- Regular participation in the local 'Pubwatch' group run in partnership by a volunteer group of licence holders, and attended by invited representatives of West Yorkshire Police, other local authority services and sister agencies. These informal meetings present an opportunity for two-way dialogue on local issues.
- Applicants are encouraged to consider whether the designated premises supervisor is expected to be on the premises at all times when the sale or supply is taking place. Where this will not be the case, then arrangements should be put in place to ensure proper management of the venue and licensable activities.
- Whether door supervisors (licensed under the Security Industry Authority) and other security measures are required in respect of the venue and the licensable activities proposed. Supervision inside and outside the premises by properly trained staff can have a significant impact on crime and disorder, and therefore public safety in and around the premises, by for example: the non-admission of persons who are drunk, screening for weapons and drugs, dealing with disorderly behaviour. Premises may operate an incident book to log events involving crime and disorder. **The Security Industry Authority runs a "gold standard" scheme named "Approved Contractor Scheme". Applicants should consider whether their security staff are drawn from providers who are members of the scheme.**

- Measures to combat drug dealing and the use of drugs in the premises. The Licensing Authority and West Yorkshire Police support the guidance detailed in the Safer Clubbing Guide produced by the Home Office – this guide can be viewed at www.csdp.org/research/safer_clubbing_txt.pdf
- Participating in the retail radio scheme in the town centre areas covered by the Council's CCTV centre and the police can help to minimise disorder occurring within the vicinity of premises.
- Operating 'proof of age checks to combat underage drinking e.g. proof of age card schemes carrying a PASS logo, passport or photo driving licence.
- Methods to discourage the handling and distribution of stolen, counterfeit or other illegal goods.
- Any policies for the use of toughened, shatterproof or polycarbonate/plastic glasses and the refusal to serve drinks in glass bottles. Preventing the removal of glasses and bottles from premises and timely clearing of empties from internal/external drinking areas can also prevent them being used as weapons.
- Measures to exclude known troublemakers and those identified under local banning schemes or anti-social behaviour orders.
- Security in premises seeking to sell alcohol for consumption off the premises.
- Displayed stock may be sited to be in view of staff at all times and/or covered by CCTV and spirits may be kept behind the counter.
- Level of transport facilities available to aid customers in leaving premises quickly and quietly.

Public Safety

- Demonstrate that proposed occupancy levels are safe, and that sufficient management control exists to prevent the levels being exceeded. Where the premise is split into different parts it would be prudent to identify the occupancy for each individual part.
- Provision of adequate sanitary accommodation – for advice contact Kirklees Environmental Health, Health and Safety Section (see Appendix A)
- Reasonable access and facilities for people with disabilities including the safe evacuation of disabled persons, identifying the staff trained to implement emergency egress plans, sanitary accommodation, etc.
- Details of the management arrangements put in place to ensure adequate installation, testing, maintenance and certification of the following.

- fire detection and alarm systems
- firefighting equipment/fire suppression systems
- emergency lighting system
- electrical installation to the premises
- portable electrical appliances
- music cut-out systems
- fire retardant treatments for materials used in drapes, furnishings and decorations, include for frequency of treatment.
- heating systems and cooking appliances e.g. gas boilers/pressure systems
- hot and cold-water systems e.g. certain air con units re: Legionella.

And make general fire precautions. Fire safety features should be denoted on the floor plans accompanying the licence application.

- Details of the regime for regular inspection and maintenance of structural elements such as walls, floors, roof members, beams, mezzanine floors, stairs, lintels, ceilings etc. It is similarly important to ensure that the integrity of materials providing fire resistance to these elements of structure is also maintained.
- Written procedures for the inspection and maintenance of items of general housekeeping e.g.
 - escape routes are kept clear with escape doors being easily operable without the use of key, card, code or similar means
 - fire doors and the door operating furniture
 - fire safety signs are adequately illuminated
 - removable security fastenings are removed from exit doors whenever the premises are open to the public or occupied by staff
 - damage to furnishings and fabrics
 - guarding to stairs, balconies, landings and ramps
 - general condition of floor surfaces (e.g. trip hazards, non-slip surfaces)
 - provision of safety glazing and manifestation in critical locations
 - suspended decorations, lights and amplification systems
 - guarding to fires, candles and open flames
 - edges of treads to steps and stairways are kept conspicuous
 - systems for the collection of glass and bottles
- Controls exercised by management of premises, regarding any drink's promotions
- Safety measures when hot food and drink is prepared in close proximity to the public
- Number of first aid trained staff with suitable equipment to provide first aid on the premises. Training may include treatment to those persons affected by drugs or alcohol, including the policy of providing free drinking water.

- Transport facilities serving premises do not provide a safety hazard at points where customers leave the premises.
- Means for controlling noise levels to prevent damage to the hearing of employees and to the public visiting premises.
- A number of the above issues may be contained within Health and Safety Policies, which will form any part of any Operating Plan (for guidance on H & S Policies contact Kirklees Environmental Health, Health and Safety Section – see Appendix A)
- Welfare provision in larger venues and festivals, including chill-out areas and professional welfare staff. Smaller venues may designate and train a staff member to act as a welfare officer within the venue.

Public Nuisance

- With reference to the proposed hours of operation and audibility at noise sensitive premises in the vicinity, the measures taken to prevent noise and vibration emanating from within premises and from external sources (under the control of the applicant) causing nuisance or disturbance, such as: -
 - amplified and non-amplified music levels
 - singing and speech
 - disposal to waste and bottle bins
 - plant and machinery (including extract systems)
 - food preparation, the cleaning of premises and equipment
 - noise associated with vehicles arriving at and departing from the premises
e.g. car doors, horns, stereos, engine noise etc
 - firework displays, for example restrictions on number of days and times that fireworks can be used, or a total ban if appropriate etc

Measures may include: -

- the installation/adoption of soundproofing
- air conditioning to allow windows to be kept closed
- sound limitation devices
- use of lobby doors
- cooling down period with reduced music levels at the end of the night
- adopting hours of operation appropriate to the activities in question and the location
- adopting a schedule for the delivery of goods and collection of waste at times appropriate for the locality
- advice notices and announcements requesting customers and staff to behave with 'good conduct' to neighbouring premises.
- controls exercised by management over excessive drinking encouraged by drinks promotions.
- arrangements to prevent disturbance by customers leaving the premises or congregating or queuing outside premises, this being of most

importance between the hours of 11pm to 7am.

- identifying good transport facilities that serve the venue.
- **Regular meetings with residents to identify and resolve issues.**
- **Dedicated phone lines to the premises to enable residents to register complaints.**

In considering applications from pubs, clubs, concert venues and similar premises and activities, the Licensing Authority expects licensees to have regard to any guidance published, such as Good Practice Guide on the Control of Noise from Pubs and Clubs published by the Institute of Acoustics, the Code of Practice on Environmental Noise Control at Concerts published by the Noise Council, and to other local, regional or national standards.

Particular care must be taken where the noise source is in the open air, e.g. beer garden, car park, access roads, or queues.

Other potential causes of nuisance to which consideration should be given: -

- Light is a category of statutory nuisance. Exterior lighting should be carefully sited, directed and operated so as not to cause disturbance to occupiers of nearby premises.
- Arrangements to prevent the release of noxious odours affecting the occupiers of adjacent premises.
- Steps taken to prevent any impact of inadequate refuse storage or littering on the surrounding area, including the responsible use of flyers or promotional materials.

Fly posting should not be used to promote events.

For further information relating to public nuisance please contact Kirklees Environmental Health, Pollution and Noise Control Section – see Appendix A

Protection of Children from Harm

- Times within which children, whether accompanied or not, will be allowed access to whole or any part of the premises – will restrictions be specified by a notice at the entrance
- At premises or events where entertainment is specifically targeted towards children employers take steps to ensure all persons employed or involved with the supervision or management are deemed appropriate persons to be engaged in the activity e.g. Disclosure and Barring Services check to the appropriate standard.
- In the case of 'children only' events, for example, an under 18 disco, production of a play, a pantomime or similar event, provision of a suitable number of adult supervisors to children on the premises
- The normal minimum ratio will be one supervisor per 50 children plus one supervisor for each floor and supervisor for each exit e.g. this would mean at an event where 300 children are expected, which take place on premises which have 2 floors and 4 exits there would need to be 6 supervisors for the capacity of the premises, plus 2 for the two floors, plus 4 for the number of exits giving a total of 12 supervisors on duty throughout the duration of the event
- Supervisors should receive instruction on fire procedures and be made aware of all dangerous equipment particularly 'backstage' to ensure supervision of children performing at such premises.

- Arrangements for safe entry and departure from the premises
- Precautions to avoid unsupervised children being seated in the front row of a balcony or box
- Arrangements for restricting children from viewing age restricted films, classified according to the recommendation of the British Board of Film Classification or the Licensing Authority itself. NB licensees should note that this is a mandatory condition required by s20 Licensing Act 2003
- Limiting use of special effects which can trigger adverse reactions, especially with regard to children
- Operating 'proof of age' checks to combat underage drinking e.g. proof of age card schemes carrying a PASS logo, passport or phot driving licences.
- Compliance with the Portman Group Code of Practice on the naming packaging and promotion of alcoholic drinks to be fully implemented
- Steps taken to ensure the safety of play areas and equipment
- Any arrangements to supply children's drinks in safety glasses or bottles
- Provision of safe child seating for young children in premises selling meals
- Any provision of smoke free areas
- Provision of child friendly lavatories, family toilet and nappy changing facilities