

**REPORT TITLE:**

Licensing Act 2003 – Application for the Full Variation of a Premises Licence  
 The Office, Fold Head Mills, Huddersfield Road, Mirfield WF14 8BE

<b>Meeting:</b>	Licensing Panel
<b>Date:</b>	18 <sup>th</sup> September 2025.
<b>Cabinet Member</b> (if applicable)	Cllr Amanda Pinnock
<b>Key Decision Eligible for Call In</b>	No No
<b>Purpose of Report</b> To determine the application	
<b>Recommendations</b> <ul style="list-style-type: none"> <li>Members of the panel are requested to determine the application</li> </ul> <b>Reasons for Recommendations</b> <ul style="list-style-type: none"> <li>In accordance with the requirements as set out in the Licensing Act 2003, where relevant representations are received by either a responsible authority or any other person, the matter is referred to the panel for a decision.</li> </ul>	
<b>Resource Implications:</b> There are no resource implications.	
<b>Date signed off by <u>Executive Director</u> &amp; name</b>	<b>Fiona Goldsmith – on behalf of David Shepherd, Strategic Director for Place, Growth and Regeneration</b>
<b>Is it also signed off by the Service Director for Finance?</b>	Not applicable
<b>Is it also signed off by the Service Director for Legal Governance and Commissioning (Monitoring Officer)?</b>	Not applicable

**Electoral wards affected:** Mirfield

**Ward councillors consulted:** Cllr Martyn Bolt  
 Cllr Itrat Ali  
 Cllr Vivien Lees-Hamilton

**Public or private:** Report to be heard in Public

**Has GDPR been considered?** GDPR has been considered and appropriate sections of the report and supporting documents have been amended.

## 1. Executive Summary

1.1 The purpose of the report is to inform members of an application for the Full Variation of a premises licence. Three representations have been received and is therefore referred to this panel for determination.

## 2. Information required to take a decision

### 2.1 Application

On 6<sup>th</sup> August 2025, the Licensing department received an application for the full variation of a premises licence for a premise known as The Office, who are located at Fold Head Mills, Huddersfield Road, Mirfield, WF14 8BE. A copy of this application can be seen at **Appendix A**.

The Office has benefitted from a premises licence since 16<sup>th</sup> November 2016. The current licence authorises the following licensable activities:

Activity	Days	Timings
Sale of Alcohol (on and off the premises)	Monday – Wednesday Thursday Friday & Saturday Sunday	8am – 11pm 8am – midnight 8am – 1am 11am – 11pm
Live and Recorded Music (Indoors)	Monday – Wednesday Thursday Friday & Saturday Sunday	8am – 11pm 8am – midnight 8am – 1am 11am – 11pm
Late Night Refreshment (Both indoors and outdoors)	Thursday Friday & Saturday	11pm – Midnight 11pm – 1am

This full variation application is to increase the sale of alcohol, Live and recorded music and late-night refreshment timings on a Friday and Saturday to 2am.

The original application was also to include some seasonal variations, however this has now been subsequently withdrawn by the applicant.

A copy of the current premises licence with its timings and conditions can be seen at **Appendix B**.

During the consultation period, representation has been received from the local ward Councillors. The representations states that the following licensable objectives would not be met should this variation be granted:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance

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

As part of the consultation process, representation has not been received from any of the responsible authorities and I can confirm that the application has been advertised in accordance with the requirements set out in the Licensing Act 2003

## 2.2 Licensing Policy

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

### **Executive Summary**

In exercising its duties and responsibilities under the terms of the Licensing Act 2003, the Council will operate within the statements and procedures mentioned in this policy statement. Notwithstanding this statement, all applications will be treated on their merits and judged accordingly.

The council will have regard to any relevant guidance issued by the Secretary of State in exercising its powers under the Act.

### **Purpose**

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

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.

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

## 2.3 Secretary of State Guidance

Members also need to consider the statutory guidance issued, by the Secretary of State, under Section 182 of the Licensing Act 2003. As the representations relate to 3 of the licensing objectives. Member's attention is drawn to this guidance, the relevant parts may be found at **Appendix D**.

### **3. Implications for the Council**

#### **3.1 Council Plan**

The Licensing Service and its Statement of Licensing Policy balance the objective of improving the local economy, improving health and wellbeing and tackling health inequalities and cultural development against noise, nuisance, safeguarding and crime and disorder.

#### **3.2 Financial Implications**

There are no financial implications in relation to this report.

#### **3.3 Legal Implications**

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

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

There are no climate change or air quality implications contained in this report.

#### **3.5 Other (eg Risk, Integrated Impact Assessment or Human Resources)**

Under the provisions of the Licensing Act 2003 there is no requirement for an Integrated Impact Assessment, while licence conditions should not duplicate other statutory provisions, members should be mindful of requirements and responsibilities placed on them by other legislation, which may include:

- The Gambling Act 2005
- The Environment Protection Act 1990
- The Noise Act 1996
- The Clean Neighbourhoods and Environmental Act 2005
- The Regulatory Reform (Fire Safety) Order 2005
- The Health and Safety at Work etc. Act 1974
- The Equality Act 2010
- The Immigration Act 2016
- Regulators' Code under the Legislative and Regulatory Reform Act 2006

### **4. Consultation**

4.1 Consultation has taken place in accordance with the requirements set out in the Licensing Act 2003. There have been no representations received by responsible authorities. Representations shown at Appendix C have been made by the local ward Councillors.

### **5. Engagement**

5.1 Engagement is not a requirement as set out in the Licensing Act 2003.

## **6. Options**

### **6.1 Options considered**

Members of the Panel are requested to determine the application.

### **6.2 Reasons for recommended option**

In accordance with the requirements as set out in the Licensing Act 2003, where relevant representations are received by either a responsible authority or any other person, the matter is referred to the panel for a decision.

## **7. Next steps and timelines**

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

- Grant the Full Variation application
- Grant the Full Variation application with appropriate conditions
- Exclude from the scope of the licence any of the licensable activities which relate to this application, or
- Reject the Grant of the Full Variation licence application

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

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

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

## **8. Contact officer**

Craig Heywood – Licensing Officer  
01484 221000 extension number 74067  
Craig.heywood@kirklees.gov.uk

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

Licensing Act 2003 Statement of Licensing Policy - [Licensing Policy](#)

Revised guidance issued under section 182 of Licensing Act 2003 - GOV.UK  
([www.gov.uk](http://www.gov.uk))

**10. Appendices**

**Appendix A – Full Variation Application**

**Appendix B – Copy of Existing Licence**

**Appendix C – Representations**

**Appendix D – Secretary of State Guidance**

**11. Service Director responsible**

Katherine Armitage

Service Director – Environmental Strategy and Climate Change

Tel: 01484 221000

Email: [Katherine.armitage@kirklees.gov.uk](mailto:Katherine.armitage@kirklees.gov.uk)

# Appendix A

## Vary a Premises Licence

### Review

Please review the details to below to ensure they are correct before proceeding. If the details shown are not correct, click previous to enter the correct licence number.

Current Licence number

LAVDPS/01890/19

Current Premises address

Fold Head Mills Huddersfield Road Mirfield WF14 8BE

### Premises Details

Premises Licence Number \*

LAVDPS/01890/19

Premises Address \*

Fold Head Mills Huddersfield Road Mirfield WF14 8BE

Telephone Number at Premises (if any)

Non-domestic rateable value of premises. \*

### Type of Premises Licence Holder

Type of Premises Licence Holder \*

Non-Individual(s)

### Premises Licence Holder - Non Individual

Name\*

The Topsy Toad Bar Company Ltd

Street address \*

## Premises Licence Holder - Non Individual

Town/City \*



County

Postcode \*

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc.) \*

Email \*

Daytime Contact Telephone Number

## Variation

Do you want the proposed variation to take effect as soon as possible? \*

## Variation

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see Guidance Note 1)\*

Briefly describe the nature of the proposed variation. (Please see Guidance Note 2) \*

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number.

## Operating Schedule

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

Provision of regulated entertainment (please read guidance note 3) \*

**Operating Schedule**

- Plays
- Films
- Indoor Sporting Events
- Boxing or Wrestling
- Live Music
- Recorded Music
- Performances of Dance
- Anything of a similar description falling under Music or Dance
- Provision of late night refreshment
- Supply of Alcohol

**Type of Variation - Live Music**

Please select the type of variation that applies to this activity.

\*

Change an existing Activity

**Live Music Standard Times**

Standard days and timings, where you intend to use the premises for the performance of live music. (please read guidance note 8) \* Please enter times in 24hr format (HH:MM)

Day \*

Monday

08:00

23:00

**Live Music Standard Times****Live Music Standard Times**

Standard days and timings, where you intend to use the premises for the performance of live music. (please read guidance note 8) \* Please enter times in 24hr format (HH:MM)

Day \*

Tuesday

08:00

23:00

**Live Music Standard Times**

Standard days and timings, where you intend to use the premises for the performance of live music. (please read guidance note 8) \* Please enter times in 24hr format (HH:MM)

Day \*

Wednesday

08:00

23:00

**Live Music Standard Times**

Standard days and timings, where you intend to use the premises for the performance of live music. (please read guidance note 8) \* Please enter times in 24hr format (HH:MM)

Day \*

Thursday

08:00

00:00

**Live Music Standard Times**

Standard days and timings, where you intend to use the premises for the performance of live music. (please read guidance note 8) \* Please enter times in 24hr format (HH:MM)

### Live Music Standard Times

Day *	Friday
	<input type="text" value="08:00"/>
	<input type="text" value="02:00"/>

### Live Music Standard Times

Standard days and timings, where you intend to use the premises for the performance of live music. (please read guidance note 8) \* Please enter times in 24hr format (HH:MM)

Day *	Saturday
	<input type="text" value="08:00"/>
	<input type="text" value="02:00"/>

### Live Music Standard Times

Standard days and timings, where you intend to use the premises for the performance of live music. (please read guidance note 8) \* Please enter times in 24hr format (HH:MM)

Day *	Sunday
	<input type="text" value="11:00"/>
	<input type="text" value="23:00"/>

### Live Music

Will the Performance of Live Music take place indoors or outdoors or both? (please read guidance note 4) \*

Please provide further details.(please read guidance note 5)

State any seasonal variations for the Performance of Live Music (please read guidance note 6)

Please state any non-standard timings, where you intend to use the premises for the performance of live music at

**Live Music**

different times from the Standard days and times listed?  
(please read guidance note 7)

**Type of Variation - Recorded Music**

Please select the type of variation that applies to this activity.  
\*

**Recorded Music Standard Times**

Standard days and timings, where you intend to use the premises for the performance of recorded music. (please read guidance note 8) \* Please enter times in 24hr format (HH:MM)

Day \*




**Recorded Music Standard Times**

Standard days and timings, where you intend to use the premises for the performance of recorded music. (please read guidance note 8) \* Please enter times in 24hr format (HH:MM)

Day \*




**Recorded Music Standard Times**

Standard days and timings, where you intend to use the premises for the performance of recorded music. (please read guidance note 8) \* Please enter times in 24hr format (HH:MM)

Day \*

**Recorded Music Standard Times**

Standard days and timings, where you intend to use the premises for the performance of recorded music. (please read guidance note 8) \* Please enter times in 24hr format (HH:MM)

Day \*

Thursday

08:00

00:00

**Recorded Music Standard Times**

Standard days and timings, where you intend to use the premises for the performance of recorded music. (please read guidance note 8) \* Please enter times in 24hr format (HH:MM)

Day \*

Friday

08:00

02:00

**Recorded Music Standard Times**

Standard days and timings, where you intend to use the premises for the performance of recorded music. (please read guidance note 8) \* Please enter times in 24hr format (HH:MM)

Day \*

Saturday

08:00

02:00

**Recorded Music Standard Times**

Standard days and timings, where you intend to use the premises for the performance of recorded music. (please read guidance note 8) \* Please enter times in 24hr format (HH:MM)

Day \*

Sunday

11:00

**Recorded Music Standard Times**

23:00

**Recorded Music**

Will the playing of recorded music take place indoors or outdoors or both? (please read guidance note 4) \*

Indoors

Please provide further details (please read guidance note 5)

State any seasonal variations for the playing of recorded music (please read guidance note 6)

Please state any non-standard timings, where you intend to use the premises for the performance of recorded music at different times from the Standard days and times listed? (please read guidance note 7)

**Type of Variation - Late Night Refreshment**

Please select the type of variation that applies to this activity. \*

Change an existing Activity

**Late Night Refreshment Standard Times**

Standard days and timings, where you intend to use the premises for late night refreshment. (please read guidance note 8) \*  
Please enter times in 24hr format (HH:MM)

Day \*

Monday

08:00

23:00

**Late Night Refreshment Standard Times**

Standard days and timings, where you intend to use the premises for late night refreshment. (please read guidance note 8) \*  
Please enter times in 24hr format (HH:MM)

Day \*

Tuesday

08:00

### Late Night Refreshment Standard Times

23:00

### Late Night Refreshment Standard Times

Standard days and timings, where you intend to use the premises for late night refreshment. (please read guidance note 8) \*  
Please enter times in 24hr format (HH:MM)

Day \*

Wednesday

08:00

23:00

### Late Night Refreshment Standard Times

Standard days and timings, where you intend to use the premises for late night refreshment. (please read guidance note 8) \*  
Please enter times in 24hr format (HH:MM)

Day \*

Thursday

08:00

00:00

### Late Night Refreshment Standard Times

Standard days and timings, where you intend to use the premises for late night refreshment. (please read guidance note 8) \*  
Please enter times in 24hr format (HH:MM)

Day \*

Friday

08:00

02:00

### Late Night Refreshment Standard Times

**Late Night Refreshment Standard Times**

Standard days and timings, where you intend to use the premises for late night refreshment. (please read guidance note 8) \*  
Please enter times in 24hr format (HH:MM)

Day \*

Saturday

08:00

02:00

**Late Night Refreshment Standard Times**

Standard days and timings, where you intend to use the premises for late night refreshment. (please read guidance note 8) \*  
Please enter times in 24hr format (HH:MM)

Day \*

Sunday

11:00

23:00

**Late Night Refreshment**

Will the provision of late night refreshment take place indoors or outdoors or both? (please read guidance note 4) \*

Both

Please provide further details. (please read guidance note 5) \*

State any seasonal variations for the provision of late night refreshment. (please read guidance note 6)

Please state any non-standard timings, where you intend to use the premises for late night refreshment at different times from the Standard days and times listed? (please read guidance note 7)

**Type of Variation - Supply of Alcohol**

Please select the type of variation that applies to this activity. \*

Change an existing Activity

**Supply of Alcohol Standard Times**

**Supply of Alcohol Standard Times**

Standard days and timings, where you intend to use the premises for the supply of alcohol. (please read guidance note 8) \*  
Please enter times in 24hr format (HH:MM)

Day \*

Monday

08:00

23:00

**Supply of Alcohol Standard Times**

Standard days and timings, where you intend to use the premises for the supply of alcohol. (please read guidance note 8) \*  
Please enter times in 24hr format (HH:MM)

Day \*

Tuesday

08:00

23:00

**Supply of Alcohol Standard Times**

Standard days and timings, where you intend to use the premises for the supply of alcohol. (please read guidance note 8) \*  
Please enter times in 24hr format (HH:MM)

Day \*

Wednesday

08:00

23:00

**Supply of Alcohol Standard Times**

Standard days and timings, where you intend to use the premises for the supply of alcohol. (please read guidance note 8) \*  
Please enter times in 24hr format (HH:MM)

Day \*

Thursday

08:00

### Supply of Alcohol Standard Times

00:00

### Supply of Alcohol Standard Times

Standard days and timings, where you intend to use the premises for the supply of alcohol. (please read guidance note 8) \*  
Please enter times in 24hr format (HH:MM)

Day \*

Friday

08:00

02:00

### Supply of Alcohol Standard Times

Standard days and timings, where you intend to use the premises for the supply of alcohol. (please read guidance note 8) \*  
Please enter times in 24hr format (HH:MM)

Day \*

Saturday

08:00

02:00

### Supply of Alcohol Standard Times

Standard days and timings, where you intend to use the premises for the supply of alcohol. (please read guidance note 8) \*  
Please enter times in 24hr format (HH:MM)

Day \*

Sunday

11:00

23:00

### Supply of Alcohol

**Supply of Alcohol**

Will the supply of alcohol be for consumption on premises or off premises or both? (please read guidance note 9) \*

Both

State any seasonal variations for the supply of alcohol. (please read guidance note 6)

Please state any non-standard timings, where you intend to use the premises for the supply of alcohol at different times from the Standard days and times listed? (please read guidance note 7)

**Opening Hours Standard Times**

Standard days and timings, where the premises are open to the public. (please read guidance note 8) \* Please enter times in 24hr format (HH:MM)

Day \*

Monday

08:00

23:00

**Opening Hours Standard Times**

Standard days and timings, where the premises are open to the public. (please read guidance note 8) \* Please enter times in 24hr format (HH:MM)

Day \*

Tuesday

08:00

23:00

**Opening Hours Standard Times**

Standard days and timings, where the premises are open to the public. (please read guidance note 8) \* Please enter times in 24hr format (HH:MM)

Day \*

Wednesday

08:00

23:00

### Opening Hours Standard Times

### Opening Hours Standard Times

Standard days and timings, where the premises are open to the public. (please read guidance note 8) \* Please enter times in 24hr format (HH:MM)

Day *	Thursday
	08:00
	00:00

### Opening Hours Standard Times

Standard days and timings, where the premises are open to the public. (please read guidance note 8) \* Please enter times in 24hr format (HH:MM)

Day *	Friday
	08:00
	02:00

### Opening Hours Standard Times

Standard days and timings, where the premises are open to the public. (please read guidance note 8) \* Please enter times in 24hr format (HH:MM)

Day *	Saturday
	08:00
	02:00

### Opening Hours Standard Times

Standard days and timings, where the premises are open to the public. (please read guidance note 8) \* Please enter times in 24hr format (HH:MM)

## Opening Hours Standard Times

Day \*

Sunday

11:00

23:00

## Opening Hours

State any seasonal variations. (please read guidance note 6)

All Bank Holiday Sundays open until 02:00 Christmas Eve open until 02:00 Boxing Day open until 02:00 NYE open until 03:00

Please state any Non-standard timings, where you intend the premises to be open to the public at different times from the Standard days and times listed? (please read guidance note 7)

## Variation

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

I agree to return the original premises licence or the relevant part of the original premises licence: \*

Yes

Note: This application cannot be processed until the original licence is received or a statement as to why it cannot be returned has been accepted.

## Licensing Objectives

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

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

All Current conditions to remain

b) The prevention of crime and disorder

SIA registered doorman to be used on sessions where we are operating until 02:00.

c) Public safety

As part B, with the addition of bar staff to be trained to DPS standard

d) The prevention of public nuisance

Existing noise management to be adhered to. Patrons to be asked to leave quietly by SIA staff and management. Music to be lowered after 01:30.

## Licensing Objectives

e) The protection of children from harm

Current challenge 25 policy to be adhered to. Only passport or Driving license are accepted. Staff trained to DPS Standard.

## Declarations

Declaration Type \*

Sole Applicant - Individual or Other

## Declarations

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

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

Signature/Declaration of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (see Guidance Note 13). If signing/applying on behalf of the applicant, please state your name and in what capacity you are authorised to sign/apply. When submitting an on-line application form the 'Declaration made' checkbox must be selected.

Full Name \*

[REDACTED]

Date \*

05/08/2025

Capacity \*

Applicant

Declaration made

Do you wish to provide alternative correspondence details? \*

No

## Email confirmation

On submission an email confirmation will be sent using the details below

Forename

[REDACTED]

Surname /Company Name

The Topsy Toad Bar Company Ltd

## Email confirmation

Email \*

Telephone

# Appendix B

# PREMISES LICENCE

Licensing Act 2003

Licence number:

**PR(A)1607**

Online Reference number:

**LAMVAR/03973/20**

## THIS LICENCE IS ISSUED BY



Kirklees Council  
Public Protection Services  
Licensing Department  
PO Box 1720  
Huddersfield  
HD1 9EL

Tel: 01484 456868  
Email: [licensing@kirklees.gov.uk](mailto:licensing@kirklees.gov.uk)

## POSTAL ADDRESS OF PREMISES

**The Office  
The Office  
Fold Head Mills  
Huddersfield Road  
Mirfield  
WF14 8BE**

## LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

Sale of Alcohol  
Live Music  
Late Night Refreshment  
Recorded Music

## THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

### Sale of Alcohol

Day(s)	From - To
Monday - Wednesday	08:00 - 23:00
Thursday	08:00 - 00:00
Friday - Saturday	08:00 - 01:00
Sunday	11:00 - 23:00

### Live Music (Indoors)

Day(s)	From - To
Monday - Wednesday	08:00 - 23:00
Thursday	08:00 - 00:00
Friday - Saturday	08:00 - 01:00

Sunday 11:00 – 23:00

**Late Night Refreshment (Both)**

<b>Day(s)</b>	<b>From - To</b>
Thursday	23:00 - 00:00
Friday – Saturday	23:00 – 01:00

**Recorded Music (Indoors)**

<b>Day(s)</b>	<b>From - To</b>
Monday - Wednesday	08:00 - 23:00
Thursday	08:00 – 00:00
Friday - Saturday	08:00 - 01:00
Sunday	11:00 – 23:00

**THE OPENING HOURS OF THE PREMISES**

DAY(S)	FROM	TO
Friday and Saturday	08:00	01:00
Monday to Wednesday	08:00	23:00
Sunday	11:00	23:00
Thursday	08:00	00:00

**NON STANDARD TIMINGS FOR OPENING HOURS (IF ANY)**

**WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND/OR OFF SUPPLIES**

Alcohol is supplied for consumption both on and off the Premises

**NAME (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF THE PREMISES LICENCE HOLDER**

Tipsy Toad Bar Company LTD  
Flat 2  
118 Stocks Bank Road  
Mirfield  
WF14 9QD

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

**NAME, ADDRESS OF THE DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL**

Mr Thomas Littlewood

**PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OR PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR (WHERE THE PREMISES AUTHORISES THE SUPPLY OF ALCOHOL)**

PERSONAL LICENCE NUMBER:  
LICENSING AUTHORITY:

Kirklees Council

**ANNEXES****ANNEX 1 – MANDATORY CONDITIONS**

1. No supply of alcohol may be made under the premises licence -
  - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
  - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
  - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
    - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
      - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
      - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
    - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
    - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
    - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
    - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
5. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
  - (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
  - (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either:-

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

6. The responsible person must ensure that—

- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
  - (i) beer or cider: ½ pint;
  - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
  - (iii) still wine in a glass: 125 ml;
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

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

For the purposes of this condition -

- (a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
- (b) "permitted price" is the price found by applying the formula -  $P = D + (D \times V)$

where -

- (i) P is the permitted price,
- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence -

- (i) the holder of the premises licence,
- (ii) the designated premises supervisor (if any) in respect of such a licence, or
- (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

8. Where the permitted price would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

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

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

If the Premises Licence allows Exhibition of Films

1. Where a premises licence authorises the exhibition of films, the licence must include a condition requiring

the admission of children to the exhibition of any film to be restricted in accordance with this section.

2. Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children must be restricted in accordance with any recommendation by that body.
3. Where:
  - (a) The film classification body is not specified in the licence, or
  - (b) The relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question, admission of children must be restricted in accordance with any recommendation made by that licensing authority.
4. In this section "children" means any person aged under 18; and "film classification body" means the person or persons designated as the authority under Section 4 of the Video Recordings Act 1984 (c39) (authority to determine suitability of video works for classification).

#### **ANNEX 2 – CONDITIONS CONSISTANT WITH THE OPERATING SCHEDULE**

##### General

- 1) CCTV system installed to monitor entrances, exits and other parts of the premises in order to address the prevention of crime objective.
- 2) Challenge 25 policy will be adopted along with signs which will be a retailing strategy that encourages anyone who is over 18 but looks under 25 to carry acceptable ID.
- 3) All children must be accompanied by an adult.
- 4) Alcohol will not be sold to drunk or intoxicated customers.
- 5) A log book will be kept on the premises at all times.
- 6) Prominent, clear and legible notices will be displayed at the exit requesting the public to respect the needs of nearby residents and to leave the premises and the area quietly.
- 7) Deliveries of goods necessary for the operation of the business will be carried out at such a time or in such a manner as to prevent nuisance and disturbance to nearby residents.

#### **ANNEX 3 – CONDITIONS ATTACHED AFTER A HEARING BY THE LICENSING AUTHORITY**

#### **ANNEX 4 – PLANS OF PREMISE**

As outlined in the operating schedule and attached plan

**Date Granted: 16 November 2016**

**Date Commences/Varied: 5 March 2020**

Martin Wood

Head of Public Protection Service

# PREMISES LICENCE SUMMARY

Licensing Act 2003

# PR(A)1607

## THIS LICENCE IS ISSUED BY



LICENSING  
Flint Street Depot  
Flint Street  
Fartown  
Huddersfield  
HD1 6LG

Tel: 01484 456868  
Email: [licensing@kirklees.gov.uk](mailto:licensing@kirklees.gov.uk)

## POSTAL ADDRESS OF PREMISES

**The Office**  
**The Office**  
**Fold Head Mills**  
**Huddersfield Road**  
**Mirfield**  
**WF14 8BE**

## LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

Sale of Alcohol  
Live Music  
Late Night Refreshment  
Recorded Music

## THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

### Sale of Alcohol

Day(s)	From - To
Monday - Wednesday	08:00 - 23:00
Thursday	08:00 - 00:00
Friday - Saturday	08:00 - 01:00
Sunday	11:00 - 23:00

### Live Music (Indoors)

Day(s)	From - To
Monday - Wednesday	08:00 - 23:00
Thursday	08:00 - 00:00
Friday - Saturday	08:00 - 01:00
Sunday	11:00 - 23:00

**Late Night Refreshment (Both)**

Day(s)	From - To
Thursday	23:00 - 00:00
Friday – Saturday	23:00 – 01:00

**Recorded Music (Indoors)**

Day(s)	From - To
Monday - Wednesday	08:00 - 23:00
Thursday	08:00 – 00:00
Friday - Saturday	08:00 - 01:00
Sunday	11:00 – 23:00

**THE OPENING HOURS OF THE PREMISES**

DAY(S)	FROM	TO
Friday and Saturday	08:00	01:00
Monday to Wednesday	08:00	23:00
Sunday	11:00	23:00
Thursday	08:00	00:00

**NON STANDARD TIMINGS FOR OPENING HOURS (IF ANY)**

--

**WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND/OR OFF SUPPLIES**

Alcohol is supplied for consumption both on and off the Premises

**NAME, (REGISTERED) ADDRESS OF HOLDER OF PREMISES LICENCE**

Tipsy Toad Bar Company LTD  
Flat 2118 Stocks Bank Road Mirfield WF14 9QD

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

--

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

Mr Thomas Littlewood

**STATE WHETHER ACCESS TO THE PREMISES BY CHILDREN IS RESTRICTED OR PROHIBITED**

--

As per Licensing Act 2003

Any conditions applicable to these premises are attached to the licence

**Date Granted: 16 November 2016**

**Date Commences/Varied: 5 March 2020**

A handwritten signature in black ink that reads "Martin Wood". The signature is written in a cursive, slightly slanted style.

Head of Public Protection Service

# Appendix C

**From:** Cllr Martyn Bolt <[REDACTED]>

**Sent:** 25 August 2025 10:17

**To:** Craig Heywood <[REDACTED]>

**Cc:** Cllr Vivien Lees-Hamilton <[REDACTED]>; Cllr Itrat Ali <[REDACTED]>

**Subject:** RE: Full variation application The Office, Mirfield

Hi Craig

Residents living nearby have reported issues of anti-social behavior, and we have asked that the source of this be ascertained

I am not sure this has been resolved yet?

This location is near a number of residences, and I would question the suitability for late night hours on grounds of:

The prevention of crime and disorder

Public safety

The prevention of public nuisance

Regards

Martyn

Sent Tue 26/08/2025 17:47

From: Cllr Itrat Ali

Cc: Cllr Vivien Lees-Hamilton, Cllr Bolt, Craig Heywood

Dear All,

Martyn I would add to that the increase in noise disturbance considering the proximity of some residences, I guess that falls under public nuisance

Kind regards,

Itrat

Sent from [Outlook for iOS](#)

**From:** Cllr Vivien Lees-Hamilton

**Sent:** Thursday, August 28, 2025 9:19:51 PM

**To:** Licensing ; Cllr Martyn Bolt

**Cc:** Cllr Itrat Ali

**Subject:** RE: Full variation application The Office, Mirfield

Hello Craig,

We have had complaints from a resident of St Pauls Road, which is quite close to the premises.

The complainant complained of late-night noise from patrons of the office. We did contact licensing at the time as it appeared that the office was opening beyond their approved hours.

Regards

Vivien

# Appendix D

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

**Crime and disorder**

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

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

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

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

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

*where it can be demonstrated that, in the circumstances associated with particular premises, poor management competency could give rise to issues of crime and disorder and public safety.*

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

### **Public safety**

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

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

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

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

## **Public nuisance**

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

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

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

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

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

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

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

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

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

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

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

2.24 It is also possible that activities, such as adult entertainment, may take place at certain times on premises but not at other times. For example, premises may operate as a café bar during the day providing meals for families but also provide entertainment with a sexual content after 8.00pm. It is not possible to give an exhaustive list of what amounts to entertainment or services of an adult or sexual nature. Applicants, responsible Revised Guidance issued under section 182 of the Licensing Act 2003 I 11 authorities and licensing authorities will need to consider this point carefully. This would broadly include topless bar staff, striptease, lap-, table- or pole-dancing, performances involving feigned violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong and offensive language.

2.25 Applicants must be clear in their operating schedules about the activities and times at which the events would take place to help determine when it is not

*appropriate for children to enter the premises. Consideration should also be given to the proximity of premises to schools and youth clubs so that applicants take appropriate steps to ensure that advertising relating to their premises, or relating to events at their premises, is not displayed at a time when children are likely to be near the premises.*

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

*2.27 Conditions, where they are appropriate, should reflect the licensable activities taking place on the premises. In addition to the mandatory condition regarding age verification, other conditions relating to the protection of children from harm can include: • restrictions on the hours when children may be present; • restrictions or exclusions on the presence of children under certain ages when particular specified activities are taking place; • restrictions on the parts of the premises to which children may have access; • age restrictions (below 18); • restrictions or exclusions when certain activities are taking place; • requirements for an accompanying adult (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult); and • full exclusion of people under 18 from the premises when any licensable activities are taking place.*

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

*2.29 Licensing authorities should give considerable weight to representations about child protection matters. In addition to the responsible authority whose functions relate directly to child protection, the Director of Public Health may also have access to relevant evidence to inform such representations. These representations may include, amongst other things, the use of health data about the harms that alcohol can cause to underage drinkers. Where a responsible authority, or other person, presents evidence to the licensing authority linking specific premises with harms to children (such as ambulance data or emergency department attendances by persons under 18 years old with alcohol-related illnesses or injuries) this evidence should be considered, and the licensing authority should also consider what action is appropriate to ensure this licensing objective is effectively enforced. In relation to applications for the grant of a licence in areas where evidence is presented on high levels of alcohol-related harms in persons aged under 18, it is recommended that the licensing authority considers what conditions may be appropriate to ensure that this objective is promoted effectively.*

*2.30 The 2003 Act provides that, where a premises licence or club premises certificate 12 | Revised Guidance issued under section 182 of the Licensing Act 2003 authorises the exhibition of a film, it must include a condition requiring the admission of children to films to be restricted in accordance with recommendations given either by a body designated under section 4 of the Video Recordings Act 1984 specified in the licence (the British Board of Film Classification is currently the only body which has been so designated) or by the licensing authority itself. Further details are given in Chapter 10.*

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