



Committee: LICENSING ACT SUB-COMMITTEE

Date: THURSDAY, 25 OCTOBER 2012

Venue: LANCASTER TOWN HALL

Time: 10.30 A.M.

A G E N D A

1. **Application to Vary Premises Licence - Lost, 25 North Road, Lancaster** (Pages 1 - 41)

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Mike Greenall (Chairman), Joyce Taylor and Margaret Pattison

(ii) Queries regarding this Agenda

Please contact Jane Glenton, Democratic Services - telephone (01524) 582068, or email jglenton@lancaster.gov.uk.

MARK CULLINAN,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER, LA1 1PJ

Published on Wednesday, 17 October 2012.

Meeting of: LICENSING ACT SUB-COMMITTEE

Date: 25TH OCTOBER 2012

Report of: LICENSING MANAGER

Reference: WP

Title: APPLICATION TO VARY PREMISES LICENCE -
LOST, 25 NORTH ROAD, LANCASTER, LA1 1NS

Members of the Sub-Committee have the following documents attached to this report:

1. Application Form (pages 11 to 19)

2. Copy of representation from responsible authority:-

Lancashire Fire and Rescue Services (pages 20 to 21)

3. Copy of current Premises Licence (pages 22 to 37)

4. Notice of Hearing (pages 38 to 41)

Details of Application

Leigh Sweetman has submitted an application under Section 34 of the Licensing Act 2003 to vary the premises licence for the Lost, 25 North Road, Lancaster, LA1 1NS

The current premises licence permits regulated entertainment and late night refreshment. For information the permitted hours are contained in the attached licence.

1. The current variation application is to change the occupancy level to 500, currently 365. To make changes to the condition relating to the provision of door staff to require one member of door staff for the first 100 customers and 1 for every 100 after that, currently the condition requires a minimum number of 1 member of door staff registered with the SIA to be on duty from 10.30pm for the first 50 customers and thereafter one for every 100 or part thereof of capacity.

The applicant also wants to remove the provision late night refreshment from the licensable activities.

Details of the application to vary the premises licence are set out in the application form, which is Document 1 attached to this report.

Representations

Under Section 35(3) of the Act, it is necessary for a hearing to be held to consider the application as a representation have been received from Lancashire Fire and Rescue services on the grounds of public safety.

A representation was also received from Lancashire Constabulary however conditions have now been agreed in relation to door staff as set out below, and the representation has been withdrawn.

1. There will be door staff at the premises to monitor the customers at a rate of 1 per 100 from Sunday to Thursday
2. There will be door staff to maintain and monitor customers at a rate of 2 for the first 100 customers and thereafter 1 per 100 or part thereof on Friday and Saturdays and on Sundays before a bank holiday.

A copy of the representation from Lancashire Fire and Rescue Services is at Document 2.

Notice of Hearing

In accordance with the relevant Regulations, the parties have been given notice of the hearing. It was not felt necessary to request any clarification from the parties. The parties have been required in accordance with the Regulations to indicate at least five working days before the hearing whether they intend to attend and/or be represented at the hearing and if they wish any witness to appear at the hearing. Any responses and any further documentation submitted by any of the parties after the circulation of this agenda will be circulated to Members in advance of the meeting. Members are reminded that documentary or other information submitted on the day of the hearing may only be taken into account with the consent of the Sub-Committee and all the parties.

Matter for Decision

The Sub-Committee is requested to consider the application and the representation.

This is in accordance with Section 35(3) and (4) of the Act which provide as follows:

- (3) Where relevant representations are made, the authority must-
 - (a) hold a hearing to consider them, unless the authority, the applicant and each person who has made such representations agree that a hearing is unnecessary, and
 - (b) having regard to the representations, take such of the steps mentioned in subsection (4) (if any) as it considers necessary for the promotion of the licensing objectives.
- (4) The steps are-
 - (a) to modify the conditions of the licence;
 - (b) to reject the whole or part of the application;and for this purpose the conditions of the licence are modified if any of them is altered or omitted or any new condition is added

Members are reminded that the licensing objectives are:

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

Government Guidance under Section 182 of the Licensing Act 2003

Members may wish to note that paragraph 2.33 of the Guidance issued by the Government under Section 182 of the Licensing Act 2003 states that public nuisance is “not narrowly defined in the 2003 Act and retains its broad common law meaning. It is important to remember that the prevention of public nuisance could therefore include low-level nuisance perhaps affecting a few people living locally as well as major disturbance affecting the whole community”.

Relevant Parts of the Council’s Statement of Licensing Policy

With regard to the prevention of public nuisance, the Policy provides as follows:

8 Prevention of public nuisance

- 8.1 The most obvious aspect of public nuisance is noise. The primary source of noise is amplified music, either uncontained outdoors or emanating from premises, which do not have sufficient measures in place to contain the sound. Late at night or in the early hours of the morning, individuals shouting in the street or groups of people talking in an animated fashion generate a substantial level of noise and in some cases this is aggravated by offensive language.
- 8.2 As customers leave licensed premises, the sound of their conversation can disturb residents. Potentially greater problems arise when customers congregate or accumulate outside the licensed premises. However, it is clear that the person in control of the premises has a responsibility to ensure that disturbance to residents and businesses is kept to a minimum.
- 8.3 In considering licence applications where relevant representations are received, the Licensing Authority will consider the adequacy of measures proposed to deal with the potential for nuisance and disorder having regard to all the circumstances of the application. When addressing public nuisance, the applicant should identify any particular issues which are likely to adversely affect the promotion of the objective to prevent public nuisance, taking account of the location, size and likely clientele of the premises, and the type of entertainment (if any) to be provided. Such steps as are required to deal with these issues should be included within the applicant’s operating schedule, and may include:
 - The steps the applicant has taken or proposes to prevent noise and vibration escaping from the premises, including music, noise from ventilation equipment and human voices. Such measures may include the installation of soundproofing, air conditioning, noise limitation devices and keeping windows closed during specified hours.
 - The steps taken to ensure that all staff involved in the management of the premises have the capability, responsibility and training to supervise other staff and to ensure that the premises are operated in such a manner as to prevent public nuisance
 - The steps the applicant has taken or proposes to prevent disturbance by patrons arriving at or leaving the premises, for example warning signs at exits, and warning announcements within the premises, and the use of door supervisors to pass on the message
 - The steps the applicant has taken or proposes to prevent queuing, or if queuing is inevitable, to divert queues away from neighbouring premises, or otherwise manage and monitor the queue to prevent disturbance of obstruction, and to prevent patrons congregating outside the premises.

- The implementation of a last admission time, and how the last admission time relates to the closing time of the premises
- The steps the applicant has taken or proposes to take to manage queues so that patrons who will not gain admission before any last admission time are advised accordingly
- The steps the applicant has taken to reduce queuing outside the premises and to minimise the length of time people have to queue at the premises
- The steps the applicant has taken to advise patrons that they will not be admitted if they are causing a disturbance, and the steps taken to implement a procedure for banning patrons who continually leave or arrive at the premises in a manner which causes a public nuisance or disturbance.
- The arrangements made or proposed for parking by patrons and the effect of parking on local residents.
- The arrangements the applicant has made or proposes to make for security lighting at the premises, and the steps the applicant has taken or proposes to take to ensure that lighting will not cause a nuisance to residents.
- Whether there is sufficient provision for public transport for patrons, for example the provision of a free phone taxi service or other arrangements with taxi companies, and whether information is provided to patrons about the most appropriate routes to the nearest transport facilities.
- Whether taxis and private hire vehicles serving the premises or traffic flow from the premises are likely to disturb local residents.
- Whether routes to and from the premises pass residential premises.
- Whether other appropriate measures to prevent nuisance have been taken, such as the use of CCTV or the employment of an adequate number of licensed door supervisors.
- The measures proposed to prevent the consumption or supply of illegal drugs, including any search and disposal procedures.
- The procedures in place for ensuring that no customer leaves with bottles or glasses
- If the applicant has previously held a licence within the area of the Council, the history of any enforcement action arising from those premises.
- Whether the premises would result in increased refuse storage or disposal problems, or additional litter in the vicinity of the premises.
- The steps the applicant has taken or proposes to take in order to ensure that standards of public decency are maintained in any entertainment provided at the premises.
- If appropriate, whether music is played at a lower level towards the end of the evening in a “wind down period”.
- The applicant’s proposals for the length of time between the last sales of alcohol, and the closing of the premises
- The steps the applicant has taken to prevent noise and other public nuisance from occurring in any open air parts of the premises, beer gardens, smoking shelters or areas that are used on an ad-hoc basis by patrons with the management consent for smoking

The above list is not intended to be exhaustive, and the applicant should consider all aspects of the operation that may affect public nuisance.

With regard to the prevention of crime and disorder, the Policy provides as follows:

9. The prevention of crime and disorder

- 9.1 The central concerns of licensing in relation to law and order are acts of violence and vandalism brought about by consumption of alcohol and the use of licensed premises as part of a distribution network for illegal drugs.
- 9.2 It is not the function of licensing to impose good practice in the adoption of wider crime reduction measures, such as those for securing premises outside of trading hours. It is also not a purpose of licensing to require that measures be put in place to enhance the opportunities for gathering evidence in relation to crime of a general nature. However, the Licensing Authority recognises that CCTV cameras at premises have an important role in preventing crime and disorder.
- 9.3 The Licensing Authority's starting point is to seek a reduction in crime and disorder throughout the area, consistent with its statutory duty under section 17 of the Crime and Disorder Act 1998. Licences may be granted if applicants can demonstrate that a positive reduction in crime and disorder will result, or that it will not increase, as a result of the application being granted.
- 9.4 Where there are relevant representations, the Licensing Authority will generally not grant a licence where it is likely that the premises will be used for unlawful purposes or where it is considered that the use of the premises is likely to cause an increase in crime and disorder in the area or the premises and this cannot be prevented by the imposition of conditions. When addressing crime and disorder, the applicant should identify any particular issues which are likely to adversely affect the promotion of the objective to prevent crime and disorder, taking account the location, size and likely clientele of the premises, and the type of entertainment (if any) to be provided. Such steps as are required to deal with these issues should be included within the applicant's operating schedule, and may include:
- Use of CCTV inside and outside the premises. The Lancashire Constabulary has produced suggested minimum requirements for CCTV and these are available from the Lancashire Constabulary or from the Licensing Authority's administrative staff
 - Use of metal detection or other search equipment or procedures
 - Crime and disorder risk assessment in relation to the proposed activities
 - Measures to prevent the use or supply of illegal drugs and procedures for searching customers
 - Ensuring that all staff are appropriately trained
 - Ensuring that all staff involved in the management of the premises have the capability, responsibility and training to supervise other staff and to ensure that the premises are operated in such a manner as to prevent crime and disorder
 - Employment of sufficient security staff where appropriate, controlling admission, monitoring capacity within the premises as a whole and in separate rooms/levels and patrolling the interior and exterior of the premises (any such staff must be licensed by the Security Industry Authority). The Licensing Authority recognises that there is a greater need for security staff in some premises than in others. For example there will be a greater need for security staff in a town centre nightclub than in a village pub. It will be for the applicant to consider the appropriate number of doorstaff required for the particular premises.
 - Ensuring that a register of doorstaff and their working times is maintained
 - Participation in Pub Watch, Best Bar None or other relevant schemes and using radio links/pages as a means of connecting to other licensed premises.

- Use of plastic or polycarbonate glasses and bottles, where appropriate, or toughened glass. Applicants are advised that the Government believes that a risk-based, rather than blanket, approach to requiring licensed premises to use safer alternatives is the best way to tackle the problem of glass-related injuries
- Wherever possible, agreed protocols with police and other organisations and a commitment to co-operate and provide such evidence as the Police require.
- Adopting the “Night Safe Initiative” and “Safer Clubbing Guide” as statements of best practice
- Following the trade codes of practice, for example BBPA and Portman Group, and not carrying out any irresponsible drinks promotions
- Providing a suitable environment for customers having regard to the activities going on in the premises, in particular appropriate levels of seating
- Ensuring that there are sufficient transport facilities available to ensure that customers can leave the premises safely and swiftly.
- Maintaining an incident log
- The steps the applicant has taken to prevent crime and disorder issues from occurring in any open air parts of the premises, beer gardens, smoking shelters or areas that are used on an ad-hoc basis by patrons with the management consent for smoking, due to location, control within and management of such areas.

It should be noted that this list is not intended to be exhaustive. It may be appropriate for the applicant to consider other steps. Equally, the Licensing Authority recognises that not all the items in the list will be applicable to all premises.

9.5 Following the receipt of relevant representations, the Licensing Authority will not normally allow a person to be specified as a designated premises supervisor where that is likely to undermine the prevention of crime and disorder by reason of that person’s known past conduct. A person is likely to be considered unsuitable if he has previous unspent convictions for a relevant offence, notwithstanding that he may have been granted a personal licence. However, each case would be considered on its own merits in the light of representations received.

With regard to the public safety, the Policy provides as follows:

The promotion of public safety

- 10.1 The Act complements but does not seek to duplicate the statutory requirements of other legislation, which affect those who have responsibility for or the conduct of licensed premises such as the Health and Safety at Work Etc. Act 1974.
- 10.2 One of the things which the licensing system can provide is agreement in advance on a standard layout for furniture, location of stage, placing of linked seats etc. so that licensees can be confident about their practical arrangements, provided that they stick to that way of doing things. With other legislative controls, there may be no official inspection of the arrangements made, unless there is an investigation when something has gone wrong.
- 10.3 As a consequence of the many common features of leisure businesses, such as the operation of door policies, competition for taxis and the interaction with people on the street late at night, individual premises necessarily function as part of a network of businesses, sharing information on crime and disorder issues which affect them all.

- 10.4 The Licensing Authority recognises that participation in forums such as Pub Watch and the proper use of network radios are key to the safe operation of the majority of leisure businesses. It may be appropriate for an operating schedule to include these practical matters.
- 10.5 Fire safety requirements are determined principally by specific fire safety legislation. The overall standard of fire safety is an important consideration in determining the suitability of premises for licensable activities.
- 10.6 The Licensing Authority will not use the licensing process to secure routine compliance with fire safety requirements, which arise from other legislation. Nevertheless in circumstances where fire safety inadequacies indicate that premises pose a risk to the health and safety to those who enter them and where specific fire safety enforcement does not provide a sufficient or sufficiently rapid remedy, the Licensing Authority will take appropriate steps to ensure that the risk is removed including, where necessary, and where a review of the licence is requested, revocation of the licence.
- 10.7 In addition the Licensing Authority will also consider and deal with the introduction of further hazards to public safety as part of an event and the exercise of controls over occupancy, so that premises can be cleared safely and efficiently, in the event of an emergency.
- 10.8 Where an applicant identifies an issue with regard to public safety (including fire safety) which is not covered by existing legislation, the applicant should indicate in the operating schedule the steps which will be taken to ensure public safety. Depending on the location, size and likely clientele of the premises, and the type of entertainment (if any) to be provided, the following issues may be of relevance:
- The maximum capacity of the premises, and the arrangements for ensuring that a capacity limit is not exceeded and for monitoring capacity. This applies to the premises as a whole and to different rooms or levels within the premises.
 - Steps taken to ensure that all staff involved in the management of the premises have the capability, responsibility and training to supervise other staff and to ensure that the premises are operated in such a manner as to ensure the safety of the public
 - The design of the premises and in particular the capability of the structure to bear the likely loads to be imposed at maximum occupancy.
 - The structural condition of the premises and state of repair.
 - The condition of the electrical and gas services, and arrangements for temporary electrical installations.
 - The lighting, heating and ventilation systems.
 - The fire resisting and fire separation properties of the premises.
 - The means of escape from the premises.
 - The adequacy of the sanitary arrangements.
 - The use of flame retardant materials on fixtures and fittings.
 - The protection and safety of the audience, particularly at any indoor sporting event or boxing or wrestling entertainment.
 - The availability of qualified first aiders when the premises are open.
 - The protection and safety of performers of entertainment.

The Licensing Authority will expect the applicant to have carried out a risk assessment on these matters in producing the operating schedule. The above list is not intended to be exhaustive, and the Licensing Authority will expect the applicant to have considered all

relevant aspects of the safety and suitability of the premises which are not dealt with under other legislation, and which are within the control of the applicant.

Protection of Children

- 7.1 The Licensing Authority recognises the great variety of premises for which licences may be sought. These will include theatres, cinemas, restaurants, pubs, nightclubs, cafes, take-aways, community halls and schools. Access by children to all types of premises will not be limited in any way unless it is considered necessary to do so in order to protect them from physical, moral or psychological harm. Equally, no premises will be obliged to allow access by children.
- 7.2 If relevant representations are received in relation to limiting access to children, the Licensing Authority will judge each application on its own individual merits. Examples which may give rise to concern in respect of children would include premises:-
- where entertainment of an adult or sexual nature is provided
 - where there is a strong element of gambling taking place (but not, for example, the simple presence of a small number of cash prize gaming machines)
 - with a known association with drug taking or dealing
 - where there have been convictions of current members of staff for serving alcohol to those under 18
 - with a reputation for under age drinking
- 7.3 In the case of premises which are used for film exhibitions, conditions will be imposed restricting access only to those who meet the required age limit in line with any certificate granted by the British Board of Film Classification or, in specific cases, a certificate given to the film by the Licensing Authority itself.
- 7.4 The options available for limiting access by children would include:-
- a limit on the hours when children may be present
 - a limitation or exclusion when certain activities are taking place
 - the requirement to be accompanied by an adult
 - access may be limited to parts of the premises but not the whole
 - an age limitation (for under 18s)
- 7.5 The Licensing Authority will not impose any condition which specifically requires access for children to be provided at any premises. Where no restriction or limitation is imposed the issue of access will remain a matter for the discretion of the individual licensee or club.
- 7.6 Under the Act, certain “responsible authorities” must be notified of and are entitled to make representations about applications for premises licences or club premises certificates or major variations of such licences or certificates, or to ask the licensing authority to review a licence or certificate. Applicants for premises licences and club premises certificates are required to send details of their applications to these bodies. In connection with the protection of children the Licensing Authority considers the local Area Child Protection Committee to be the responsible body to which applications should be copied.
- 7.7 Where a large number of children are likely to be present on any licensed premises, for example a children’s show or disco, the applicant may wish to consider including

in the operating schedule arrangements for the presence of an appropriate number of adult staff to ensure public safety and the protection of the children from harm. The applicant should also consider whether employees working at the premises for such events and having unsupervised contact with children should have an enhanced Criminal Records Bureau check.

- 7.8 Children may also be present at an event as entertainers, and where they are not accompanied by a parent or guardian, the applicant may wish to consider nominating an adult responsible for such child performers at such performances. The applicant should also consider whether a nominated adult should have had an enhanced CRB check.
- 7.9 Applicants may wish to include in their operating schedules arrangements to ensure that children will be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification or the Licensing Authority itself. The Act provides that it is mandatory for a condition to be included in all premises licences and club premises certificates authorising the exhibition of films for the admission of children to the exhibition of any film to be restricted in accordance with the recommendations given to films either by the British Board of Film Classification or by the licensing authority itself.
- 7.10 The following matters will also be considered in relation to the protection of children from harm:
- Whether access of children to cigarette machines is restricted
 - Whether access of children to any gaming machines is restricted
 - Where appropriate, the procedures for ensuring that any customer coming onto the premises is over the age of 18
 - The steps taken to ensure that, where appropriate, all staff involved in the management of the premises have the capability, responsibility and training to supervise other staff and to ensure that the premises are operated in such a manner as to protect children from harm
- 7.11 Applicants may wish to indicate in the operating schedule how the protection of children from harm will be addressed. The above items are not intended to be exhaustive, and the applicant should have considered all relevant aspects of the protection of children from harm applicable to the particular premises.

The above list is not intended to be exhaustive, and the Licensing Authority will expect the applicant to consider all aspects of the operation that may affect public nuisance.

It should be noted that this list is not intended to be exhaustive. It may be appropriate for the applicant to consider other steps. Equally, the Licensing Authority recognises that not all the items in the list will be applicable to all premises.

Members will of course be mindful that the Policy covers all types of premises in all types of location, and that not all the measures referred to above will be relevant to all premises.

Members are reminded that they should consider each application on its merits, and in the light of all the written and oral information before them at the hearing.

Natural Justice and Human Rights

Members are reminded that they must follow the rules of natural justice, and must also consider human rights implications.

In particular, in accordance with Article 6, all parties are entitled to a fair hearing.

Consideration also needs to be given to the right to respect for private and family life and home, contained within Article 8, although this is a qualified right, and interference is permitted where this is in accordance with the law, or is necessary in a democratic society in the interests of public safety or the prevention of crime and disorder, or for the protection of the rights and freedoms of others. Article 1 of the First Protocol provides that every person is entitled to the peaceful enjoyment of his possessions, although again this right is qualified in the public interest.

Conclusion

Members should consider whether to grant the application for variation, modify any conditions of the licence or to reject the whole or part of the application. Members are reminded that they should state the reasons for their decision.

RECEIVED 1 SEP 2012



Lancaster City Council
Application to vary a premises licence
Licensing Act 2003

For help contact
licensing@lancaster.gov.uk
Telephone: 01524 582033

* required information

Section 1 of 20

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

129813

This is the unique reference for this application generated by the system.

Your reference

Toast to Lost

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

leigh

* Family name

sweetman

* E-mail

[REDACTED]

Main telephone number

[REDACTED]

Include country code.

Other telephone number

[REDACTED]

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

* Is your business registered in the UK with Companies House?

Yes No

* Registration number

6692617

* Business name

Aura Venues Ltd

If your business is registered, use its registered name.

* VAT number

GB

941 8963 85

Put "none" if you are not registered for VAT.

* Legal status

Private Limited Company

*Continued from previous page...** Your position in the business Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

* Building number or name * Street District * City or town County or administrative area * Postcode * Country

The information given here will be saved and will be pre-filled in future forms.

Section 2 of 20**APPLICATION DETAILS**

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

* Premises Licence Number

Are you able to provide a postal address, OS map reference or description of the premises?

 Address OS map reference Description**Postal Address Of Premises**Building number or name Street District City or town County or administrative area Postcode Country **Premises Contact Details**Telephone number Non-domestic rateable value of premises (£)

Continued from previous page...

Section 3 of 20**VARIATION**

Do you want the proposed variation to have effect as soon as possible? Yes No

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

Describe briefly the nature of the proposed variation

Occupancy Level to 500 persons
Provision of food removed
Door Staff 1 for first 100 then 1 for every 100 after

Section 4 of 20**PROVISION OF PLAYS**

Will the schedule to provide plays be subject to change if this application to vary is successful?

Yes No

Section 5 of 20**PROVISION OF FILMS**

Will the schedule to provide films be subject to change if this application to vary is successful?

Yes No

Section 6 of 20**PROVISION OF INDOOR SPORTING EVENTS**

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

Yes No

Section 7 of 20**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

Yes No

Section 8 of 20**PROVISION OF LIVE MUSIC**

Continued from previous page...

Will the schedule to provide live music be subject to change if this application to vary is successful?

Yes No

Section 9 of 20

PROVISION OF RECORDED MUSIC

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

Yes No

Section 10 of 20

PROVISION OF PERFORMANCES OF DANCE

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

Yes No

Section 11 of 20

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

Yes No

Section 12 of 20

PROVISION OF FACILITIES FOR MAKING MUSIC

Will the schedule to provide facilities for making music be subject to change if this application to vary is successful?

Yes No

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PROVISION OF FACILITIES FOR DANCING

Will the schedule to provide facilities for dancing be subject to change if this application to vary is successful?

Yes No

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PROVISION OF FACILITIES FOR ENTERTAINMENT OF A SIMILAR DESCRIPTION TO THOSE PROVIDED FOR MAKING MUSIC OR DANCING

Will the schedule to provide facilities similar in nature to those provided for making music or dancing be subject to change if this application to vary is successful?

Yes No

Continued from previous page...

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PROVISION OF LATE NIGHT REFRESHMENT

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

Yes No

Section 16 of 20

SUPPLY OF ALCOHOL

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

Yes No

Section 17 of 20

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Provide information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

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HOURS PREMISES ARE OPEN TO THE MEMBERS AND GUESTS

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start 14:00

End 06:30

Start

End

SATURDAY

Start 14:00

End 08:30

Start

End

SUNDAY

Start 14:00

End 04:30

Start

End

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

We would like an extra hour when clocks move forward or back.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Bank Holiday Sundays & Mondays could go on till 05:30

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

Provision of Food

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

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

I have yet to receive the updated license with my name on. The change was submitted on 16th June 2012

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LICENSING OBJECTIVES

Continued from previous page...

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

a) General – all four licensing objectives (b,c,d,e)

If the club wishes members and their guests to be able to consume alcohol on the premises select on, if the club wishes people to be able to purchase alcohol to consume away from the premises select off. If the club wishes people to be able to do both select both.

ON

b) The prevention of crime and disorder

We have door staff to maintain and monitor our customers at a rate of 1 per 100.
We have CCTV to monitor and maintain.
We are a member of pub watch.
We have a Zero tolerance level to Drugs

c) Public safety

We have door staff to maintain and monitor our customers at a rate of 1 per 100.
We have CCTV to monitor and maintain.
We have a queuing policy
Occupancy clickers
Health & Safety inspections
Fire Inspections & Procedures including Fire Marshals
Radio system link to central watch and other venues

d) The prevention of public nuisance

We have a refusals policy which is monitored
We have a dispersal policy to reduce noise
Security on site during opening hours.

e) The protection of children from harm

We have a check 21 policy regarding age.
No under 18 events

Section 20 of 20

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card. Variation Fees are determined by the non domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Continued from previous page...

| | |
|---------------------------|----------|
| Band B - £4301 to £33000 | £190.00 |
| Band C - £33001 to £8700 | £315.00 |
| Band D - £87001 to £12500 | £450.00* |
| Band E - £125001 and over | £635.00* |

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

| | |
|---------------------------|-----------|
| Band D - £87001 to £12500 | £900.00 |
| Band E - £125001 and over | £1,905.00 |

If you own a large premise you are subject to additional fees based upon the number in attendance at any one time

| | |
|-------------------------|------------|
| Capacity 5000-9999 | £1,000.00 |
| Capacity 10000 -14999 | £2,000.00 |
| Capacity 15000-19999 | £4,000.00 |
| Capacity 20000-29999 | £8,000.00 |
| Capacity 30000-39000 | £16,000.00 |
| Capacity 40000-49999 | £24,000.00 |
| Capacity 50000-59999 | £32,000.00 |
| Capacity 60000-69999 | £40,000.00 |
| Capacity 70000-79999 | £48,000.00 |
| Capacity 80000-89999 | £56,000.00 |
| Capacity 90000 and over | £64,000.00 |

* Fee amount (£) 315.00

ATTACHMENTS

- Existing premises licence
- Premises plan

AUTHORITY POSTAL ADDRESS

Continued from previous page...

Address

| | |
|-------------------------------|---------------|
| Building number or name | Town Hall |
| Street | Dalton Square |
| District | Lancaster |
| City or town | Lancs |
| County or administrative area | |
| Postcode | LA1 1PJ |
| Country | UK |

DECLARATION

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

| | |
|-------------------|--|
| * Full name | |
| * Capacity | |
| Date (dd/mm/yyyy) | |

[Add another signatory](#)



To Whom It May Concern
Licensing Department
Lancaster Town Hall
Dalton Square
LANCASTER
LA1 1PJ

Please ask for: Graham Mossop
Telephone: 01524 32311
Email: Lancasterfiresafety@lancashirefireandrescue.org.uk
Your Ref:
Our Ref: N1100823/GM/JAP
Date: 18 September 2012

Dear Sir or Madam

PREMISES LICENCE - VARIATION

Legislation: Licensing Act 2003
Name of Applicant: Leigh Sweetman
Address of Premises: LOST, 25 North Road, Lancaster, LA1 1NS

In relation to the above variation of the premises licence under the Licensing Act 2003 the Fire Authority raise the following concerns as objections to the variation as it currently stands.

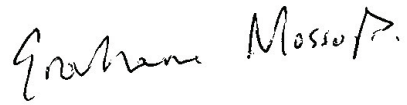
1. The Fire Risk Assessment should be reviewed by Aura Venues Ltd, to ascertain the occupancy figure for the premises relating to the useable floor area.
2. Exit Widths should be measured to enable suitable calculations to finalise the true occupancy figure.
3. The issue of merging flows in the corridor prior to the exit, leading to the covered drinking area, should be considered when occupancy calculations are being carried out.
4. The concrete steps outside of the two final exit doors to the rear of the premises should be extended to bring them into line with the doors to allow improved egress from the premises.

Fire Safety Enforcement Department
Lancaster Fire Station
Cable Street
LANCASTER LA1 1HH

Tel No. 01524 32311
Fax No. 01524 541671

If you would like to discuss this, or any other matter of fire safety, please call me on 01524 32311.

Yours sincerely

A handwritten signature in black ink that reads "Graham Mossop". The signature is written in a cursive style with a large initial 'G' and a stylized 'P' at the end.

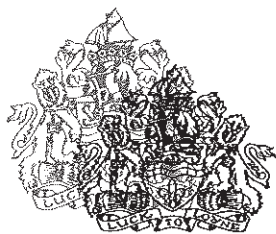
Graham Mossop
For Chief Fire Officer

cc. Leigh Sweetman lds74@live.co.uk

Fire Safety Enforcement Department
Lancaster Fire Station
Cable Street
LANCASTER LA1 1HH

Tel No. 01524 32311
Fax No. 01524 541671

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email: licensing@lancaster.gov.uk

Premises Licence

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Part 1 - Premises Details

| POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDANCE SURVEY MAP REFERENCE OR DESCRIPTION | |
|---|------------------------|
| Lost 25 North Road, Lancaster, Lancashire, LA1 1NS. | Telephone 01524 842444 |

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- an exhibition of a film
- a performance of live music
- any playing of recorded music
- a performance of dance
- entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance
- entertainment facilities for making music
- entertainment facilities for dancing
- entertainment of a similar description to that falling within entertainment facilities for making music or dancing
- provision of late night refreshment
- the sale by retail of alcohol

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

| Activity (and Area if applicable) | Description | Time From | Time To |
|--|--|--------------------|---------|
| B. Exhibition of films (Indoors) | Monday - Wednesday | 14:00 | 04:00 |
| | Thursday | 14:00 | 06:00 |
| | Friday | 14:00 | 06:00 |
| | Saturday | 14:00 | 08:00 |
| | Sunday | 14:00 | 04:00 |
| | E. Performance of live music (Indoors) | Monday - Wednesday | 14:00 |
| Thursday | | 14:00 | 06:00 |
| Friday | | 14:00 | 06:00 |
| Saturday | | 14:00 | 08:00 |
| Sunday | | 14:00 | 04:00 |
| F. Playing of recorded music (Indoors) | | Monday - Wednesday | 14:00 |
| | Thursday | 14:00 | 06:00 |



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THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES - continued ...

| Activity (and Area if applicable) | Description | Time From | Time To |
|---|--------------------|-----------|---------|
| F. Playing of recorded music (Indoors) continued ... | Friday | 14:00 | 06:00 |
| | Saturday | 14:00 | 08:00 |
| | Sunday | 14:00 | 04:00 |
| | | | |
| G. Performance of dance (Indoors) | Monday - Wednesday | 14:00 | 04:00 |
| | Thursday | 14:00 | 06:00 |
| | Friday | 14:00 | 06:00 |
| | Saturday | 14:00 | 08:00 |
| | Sunday | 14:00 | 04:00 |
| | | | |
| H. Entertainment of a similar description to that falling within E, F, or G (Indoors) | Monday - Wednesday | 14:00 | 04:00 |
| | Thursday | 14:00 | 06:00 |
| | Friday | 14:00 | 06:00 |
| | Saturday | 14:00 | 08:00 |
| | Sunday | 14:00 | 04:00 |
| | | | |
| I. Provision of facilities for making music (Indoors) | Monday - Wednesday | 14:00 | 04:00 |
| | Thursday | 14:00 | 06:00 |
| | Friday | 14:00 | 06:00 |
| | Saturday | 14:00 | 08:00 |
| | Sunday | 14:00 | 04:00 |
| | | | |
| J. Provision of facilities for dancing (Indoors) | Monday - Wednesday | 14:00 | 04:00 |
| | Thursday | 14:00 | 06:00 |
| | Friday | 14:00 | 06:00 |
| | Saturday | 14:00 | 08:00 |
| | Sunday | 14:00 | 04:00 |
| | | | |
| K. Provision of facilities for entertainment of a similar description to that falling within I or J (Indoors) | Monday - Wednesday | 14:00 | 04:00 |
| | Thursday | 14:00 | 06:00 |
| | Friday | 14:00 | 06:00 |
| | Saturday | 14:00 | 08:00 |
| | Sunday | 14:00 | 04:00 |
| | | | |
| L. Late night refreshment (Indoors) | Monday - Wednesday | 23:00 | 04:00 |
| | Thursday | 23:00 | 06:00 |
| | Friday | 23:00 | 06:00 |
| | Saturday | 23:00 | 08:00 |
| | Sunday | 23:00 | 04:00 |
| | | | |





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THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES continued ...

| Activity (and Area if applicable) | Description | Time From | Time To |
|---|--------------------|-----------|---------|
| M. The sale by retail of alcohol for consumption ON the premises only | Monday - Wednesday | 14:00 | 04:00 |
| | Thursday | 14:00 | 06:00 |
| | Friday | 14:00 | 06:00 |
| | Saturday | 14:00 | 08:00 |
| | Sunday | 14:00 | 04:00 |

THE OPENING HOURS OF THE PREMISES

| Description | Time From | Time To |
|--------------------|-----------|---------|
| Monday - Wednesday | 14:00 | 04:30 |
| Thursday | 14:00 | 06:30 |
| Friday | 14:00 | 06:30 |
| Saturday | 14:00 | 08:30 |
| Sunday | 14:00 | 04:30 |

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

- M. The sale by retail of alcohol for consumption ON the premises only

Part 2

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

Aura Venues Ltd
The Basement, Flag House,, Barbauld Street, Warrington, Cheshire, WA1 1EN.

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

Aura Venues Ltd

6692617

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

Leigh Dominique SWEETMAN
7 Sandringham Road, Hindley, Wigan, Lancashire, WN2 4QA.
Telephone 01942 253110





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Premises Licence

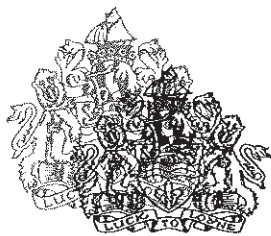
LAPLWA0155

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

Licence No. PL0790

Issued by Wigan





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ANNEXES

Embedded Conditions

On New Year's Eve alcohol may be sold from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, 00.00 hours (midnight) on 31st December).

An additional hour to the standard times on the day when British Summertime commences

Credit Sales

Alcohol shall not be sold or supplied unless it is paid for before or at the time when it is sold or supplied, except alcohol sold or supplied with and for consumption at a meal supplied at the same time, consumed with the meal and paid for together with the meal

NO Children's Certificate

No person under fourteen shall be in the bar of the licensed premises during the permitted hours unless one of the following applies:

- a) He is the child of the holder of the premises licence.
- b) He resides in the premises, but is not employed there.
- c) He is in the bar solely for the purpose of passing to or from some part of the premises that is not a bar and to or from some part of the premises where there is no other convenient means of access or egress.
- d) The bar is in railway refreshment rooms or other premises constructed, fitted and intended to be used bona fide for any purpose to which holding of the licence is ancillary.

In this condition "bar" includes any place exclusively or mainly used for the consumption of intoxicating liquor. However, an area is not a bar when it is usual for it to be, and it is, set apart for the service of table meals and alcohol is only sold or supplied to persons as an ancillary to their table meals.

Mandatory conditions where licence authorises the supply of alcohol

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) The 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 shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.



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- (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 in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children:
- (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 (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
 - (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;
 - (d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on -
 - (i) the outcome of a race, competition or other event or process, or
 - (ii) the likelihood of anything occurring or not occurring
 - (e) 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.

4. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

5. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.



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6. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.
- (2) 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 a holographic mark.
7. The responsible person shall 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; and
- (b) customers are made aware of the availability of these measures.

Mandatory condition where Door Supervisors are provided

All individuals who carry out security activities must be licensed by the Security Industry Authority (SIA)

Conditions on Previous Licence

For Public Entertainment Licence conditions - see Schedule

1. Hot and cold food shall be available at all times when the premises are open to the public
2. No application shall be made under the authority of the licence for the grant or consent to an occasional licence

Non standard timings

1. On Sundays preceding a Bank Holiday regulated entertainment, the provision of late night refreshment and the sale/supply of alcohol will be permitted until 06.00 hours the following day and the premises may be open to the public until 06.30 hours the following day
2. On New Year's Eve regulated entertainment, the provision of late night refreshment and the sale/supply of alcohol will be permitted until 05.00 hours the following day and the premises may be open to the public until 05.30 hours the following day
3. In the event of a transmission of a recognised national or international event which falls outside the permitted hours, to permit the regulated entertainment, the provision of late night refreshment and the



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sale/supply of alcohol one hour before the start of the event and ending one hour after the event and the premises may be open to the public until 90 minutes after the event provided that details of the event have been notified and agreed with the police 10 days beforehand

4. An additional hour for the sale and supply of alcohol on change from GMT to BST

Offered Conditions

See attached Operating Schedule

1. A crime prevention survey is to be carried out by the police and their recommendations fully complied with by the premises licence holder prior to the premises opening/the variation taking effect
2. No entry to or re-entry to the premises one hour prior to the terminal hour by members of the public or by any guests or friends of members of staff or the premises licence holder
3. Free drinking water to be made available at all times from the bar
4. When, occasionally, there is adult entertainment, under 18s will be excluded from such events
5. No nuisance shall be caused by noise coming from the premises or by vibration transmitted through the structure of the premises
6. Refuse such as bottles shall be disposed of from the premises at a time when it is not likely to cause a disturbance to residents in the vicinity of the premises
7. All external doors and windows shall be kept closed when regulated entertainment is being provided except in the event of an emergency
8. There shall be placed at all exits from the premises in a place where they can be seen and easily read by the public, (or member and their guests) notices requiring customers to leave the premises and the area quietly
9. Door supervisors and other members of staff to request customers to leave quietly and have respect for their residential neighbours

Operating schedule

a) General - all four licensing objectives (b,c,d,e) (please read guidance note 9)

1. The Designated Premises Supervisor shall have at least 2 years experience of managing similar premises with a similar capacity and with a similar terminal hour.
2. A Personal Licence Holder shall be on the premises at all times during which intoxicating liquor is being sold or consumed by customers, except in the case of emergency.
3. Whether the DPS is not at the premises another Personal Licence Holder will be nominated by the DPS as being the responsible person to manage the premises and will have the contact details of the DPS The details of the Designated Premises Supervisor to be on prominent display outside the premises.

b) The prevention of crime and disorder





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1. A suitable CCTV system will be maintained and be operational on the premises at all times when licensed activities are being carried out.
 2. The siting and standard of the CCTV system has been agreed with Lancaster Police. Any changed or alterations would be made only with written consent from Lancaster Police.
 3. Security footage will be made secure and retained for a period of one month.
 4. A minimum number of 1 member of door staff registered with the SIA will be on duty from 10.30pm for the first 50 customers and thereafter one for every 100 or part thereof of capacity.
 5. A daily record register will be kept within which the door supervisor staff sign in and off duty.
 6. The register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced work.
 7. The daily record register will be retained for a period of twelve months from the date of the last entry.
 8. Notices will be displayed at the entrance of the premises which state:
 - A search may be conducted as a condition of entrance
 - Patrons who appear to be under 21 years old will be asked for photo ID
 9. The Premises Licence Holder and/or the DPS or a person nominated by them shall be a member of and regularly attend meetings of any Pubwatch scheme for the area within which the premises are located and would include registration and use of community network radio.
 10. Any person who looks or appears to be under 21 shall be asked to provide identification that they are over the age of 18. The following are the only forms of ID acceptable: UK photo driving licence, Passport, PASS Card.
 11. Drinks, open bottles and glasses will not be taken from the premises at any time. Empty bottles and glasses will be collected regularly and promptly. Glass and other sharp objects will be stored and disposed of safely using suitable receptacles. Receptacles will be secured and not accessible to the customers.
 12. The DPS will prominently display notices which inform customers that open bottles or glasses may not be taken from the premises.
 13. Toughened glasses will be used in all possible circumstances.
 14. The DPS will ensure that customers who commit acts of anti social behaviour are removed from the premises. Such customers will be excluded from the premises if further incidents occur.
 15. The DPS will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises. The Policy will be agreed with Lancaster Police.
 16. Customers will not be admitted to the premises within one hour of closing/ or not after 3 a.m.
 17. A crime prevention survey is to be carried out by the Police and their recommendations fully complied with by the Premises Licence Holder.
 18. Free drinking water will be made available at all times from the bar and a drinks fountain.
- Post 4 a.m Trading Conditions:
9. No public admissions will take place after 3 a.m
 10. Only bona fide Members of Toast will be admitted after 3 a.m. They will have a membership card unique to them only and must produce it to gain admission.
 11. Only bona fide Members of Toast's 'Privilege Card Scheme' will be admitted after 3 a.m. They will have a Privilege Card and must produce it to gain admission.





Premises Licence

LAPLWA0155

12. The capacity of the premises shall reduce to 200 after 4 a.m. until closure.
13. The DPS shall ensure that there a minimum of 5 SIA registered door staff working at the premises after 4 a.m.

c) Public safety

1. The capacity of the premises is 365 persons and at all times the number of persons on the premises will not exceed that figure.
2. The DPS will adopt at the premises policies and procedures on:
 - Entry and egress to the premises (inc monitoring of any capacity limit)
 - Evacuation of the premises

The DPS will ensure staff are trained on these measures and all other matters relating to the safety of the public.

3. Door supervisors registered with the SIA shall be equipped with an appropriate method of keeping an accurate record of the capacity levels.
4. All exit doors will be accessible, open easily and exit routes maintained. Safety checks, including doors, will be undertaken before opening to the public and record kept of inspections.
5. Before opening to the public, checks will be undertaken to ensure all access to the premises are clear for emergency vehicles.
6. Written records of all accidents and safety incidents involving members of the public will be kept. These will be made available at the request of an authorised officer.
7. All equipment with which the public may have contact, will be maintained, stored and operated in a safe manner. Appropriate maintenance and test records will be kept and available for inspection by an authorised officer.
8. Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.
9. Electrical installations will be inspected on an annual basis by a suitably qualified and competent person. Inspection records/ certificates will be kept. These will be made available at the request of an authorised officer.
10. Portable electrical appliances will be checked on a regular basis (at least every 1 year) by a suitably qualified and competent person. Inspection records/ certificates will be kept. These will be made available at the request of an authorised officer.
11. The Licensee will maintain an electrical manually operated fire alarm system that can be clearly heard in all parts of the premises to the satisfaction of Lancashire Fire Authority.
12. The Licencee will maintain a fire alarm system with automatic heat and smoke detectors. The systems requirements, testing and operation will be to the satisfaction of Lancashire Fire Authority.
13. The positioning of the electrical fire alarm system, smoke and heat detectors will be agreed Lancashire Fire Authority.
14. Fire alarm tests will be carried out weekly and recorded in a suitable log book. The log book will be made available for inspection by an authorised officer.
15. All relevant staff will be trained in operating the fire alarm system and be familiar with the fire and escape routes and action to be taken in the event of a fire.





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16. The Licensee will install and maintain electrical emergency lighting. The source of supply for this lighting will be separate from that for the general lighting. The emergency lighting will be positioned in areas agreed with Lancashire Fire Authority.
17. The emergency lighting will perform on a complete failure of normal lighting in a manner agreed with Lancashire Fire Authority. The emergency lighting will meet the British safety standards stipulated by Lancashire Fire Authority.
18. The siting, number, fire rating and standard of fire extinguishers will be agreed with Lancashire Fire Authority.
19. The emergency lighting system will be tested in a manner which satisfies Lancashire Fire Authority. The test results will be kept in a suitable log book and will be available for inspection by an authorised officer.
20. The Licensee will provide any kitchen on the premises with a fire blanket which meets the standards recommended by Lancashire Fire Authority.
21. All curtains and drapes in the premises will be fire retardant. Certificates of compliance to the relevant British Standards will be available for inspection by an authorised officer.
22. Fabrics, foilage, and decorations will be constructed from materials to the satisfaction of Lancashire Fire Authority. Certificates of compliance to the relevant British Standard will be made available for inspection by an authorised officer.
23. The filling materials used in furnishings will be combustion modified foam and other materials to the satisfaction of Lancashire Fire Authority. Evidence of compliance to the relevant British Standards will be available for inspection by an authorised officer.
24. Floor coverings and wall coverings at the premises will comply with those safety standards as stipulated by Lancashire Fire Authority. Evidence of compliance to the relevant British Standards will be available for inspection by an authorised officer.
25. At the request of an authorised officer the Licensee will produce certification of any building works carried out at the premises (This will be in the form of a building regulations certificate issued by the local authority of an approved inspector).
26. Regular safety checks of decorative and functional fixtures that could fall causing injury to the public or may cause risk of fire, will be undertaken.
27. All floor surfaces will be suitably slip resistant, kept in good condition and free of obstructions to prevent slips, trips and falls.
28. Safety glass that is impact resistant or shielded to protect it from impact will be used in all areas where the public may come into contact with it.
29. Safety checks will be recorded and made available for inspection by an authorised officer.
30. A written spillage policy will be kept to ensure that spillages are dealt with in a timely and safe manner.
31. Hot food and drink preparation will be isolated or shielded from members of the public to prevent risk of scalds or burns to them.
32. Suitably trained first aid staff will be provided at all times when the premises are open.
33. Adequate and appropriate First Aid equipment and materials will be available on the premises.
34. A procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs.





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Premises Licence

LAPLWA0155

35. No strobes will be used at the premises unless there is a clearly displayed warning at the entrance to the premises that such equipment is in use.
36. Fireworks and pyrotechnics will NOT be used at the premises.
37. The Licensee will ensure that there is a procedure for the safe evacuation of disabled persons.

d) The prevention of public nuisance

1. Noise will be inaudible at the nearest noise sensitive premises.
2. There will be no external loud speakers.
3. Empty bottles will be stored in suitable receptacles immediately outside the premises prior to collection. Receptacles will be used in a manner to minimise noise disturbance to adjoining properties. Bottles will not be placed in external receptacles after 23:00 hours.
4. Deliveries, collections or refuse and bottles, and operational servicing will be carried out to minimise disturbance to adjoining premises. Deliveries will be carried out between 07.00 and 19.00 hours except where unavoidable.
5. The premises has adequate mechanical ventilation to negate the need to open doors or fire exits for further ventilation.
6. The DPS will ensure that lobby doors at the premises are closed at all times except for access and egress to the premises unless required otherwise by Lancashire Fire Authority.
7. The premises will be operated in a manner which will prevent unwanted odours causing nuisance to persons in the immediate area or nearby properties.
8. The premises will operate a suitable ventilation and extraction system. The system will be cleaned and maintained to the manufacturers instructions to prevent unwanted odours occurring.
9. The licensed premises will store and dispose of business waste correctly and legally. The premises supervisor will ensure that waste is prevented from seeping or spilling from where it is stored.
10. The Licensee will ensure all materials used to promote or market the premises are displayed lawfully.
11. The Licensee will take all reasonable steps to ensure that activities promoting or publicising his/ her premises do not cause littering.
12. Clear and legible notices will be displayed at exits requesting patrons to leave the premises having regard to the needs of local residents.
13. SIA registered door staff will be employed and used where queues are likely to form to manage the queues and ensure queues are restricted to cordoned areas to prevent them obstructing footpaths and spilling out onto roads.
14. The DPS and door supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.

e) The protection of children from harm

ENTERTAINMENT OF AN ADULT NATURE



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1. People under 18 will not generally be admitted to the premises at any time. In the event of a private party for under 18s, all alcohol will be covered up from display.
2. The Licensee will provide clear signage that entertainment of an adult nature is occurring which is not suitable for under 18's.

UNDER AGE SALES OF ALCOHOL

1. People under 18 will not be admitted.
2. The Licensee will adopt a proof of age scheme which is approved by Lancaster Police and Lancashire Trading Standards.
3. Registered door supervisors will ask anyone who appears to be under 21 years old to produce valid ID to verify their age.
4. Signs will be provided informing customers that sales will not be made to under 18's and that age identification may be required.
5. All staff are trained in their responsibilities relating to under age drinking and the prevention of.



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Premises Licence Summary

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Premises Details

| POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION | |
|--|------------------------|
| Lost 25 North Road, Lancaster, Lancashire, LA1 1NS. | Telephone 01524 842444 |

| WHERE THE LICENCE IS TIME LIMITED THE DATES |
|---|
| Not applicable |

- | LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE |
|--|
| <ul style="list-style-type: none"> - an exhibition of a film - a performance of live music - any playing of recorded music - a performance of dance - entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance - entertainment facilities for making music - entertainment facilities for dancing - entertainment of a similar description to that falling within entertainment facilities for making music or dancing - provision of late night refreshment - the sale by retail of alcohol |

| THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES | | | |
|--|--|--------------------|---------|
| Activity (and Area if applicable) | Description | Time From | Time To |
| B. Exhibition of films (Indoors) | Monday - Wednesday | 14:00 | 04:00 |
| | Thursday | 14:00 | 06:00 |
| | Friday | 14:00 | 06:00 |
| | Saturday | 14:00 | 08:00 |
| | Sunday | 14:00 | 04:00 |
| | E. Performance of live music (Indoors) | Monday - Wednesday | 14:00 |
| Thursday | | 14:00 | 06:00 |
| Friday | | 14:00 | 06:00 |
| Saturday | | 14:00 | 08:00 |
| Sunday | | 14:00 | 04:00 |
| F. Playing of recorded music (Indoors) | | Monday - Wednesday | 14:00 |
| | Thursday | 14:00 | 06:00 |



**INVESTORS
IN PEOPLE**



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Premises Licence Summary

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THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES continued...

| Activity (and Area if applicable) | Description | Time From | Time To |
|---|--------------------|-----------|---------|
| F. Playing of recorded music (Indoors) | continued ... | | |
| | Friday | 14:00 | 06:00 |
| | Saturday | 14:00 | 08:00 |
| | Sunday | 14:00 | 04:00 |
| G. Performance of dance (Indoors) | | | |
| | Monday - Wednesday | 14:00 | 04:00 |
| | Thursday | 14:00 | 06:00 |
| | Friday | 14:00 | 06:00 |
| | Saturday | 14:00 | 08:00 |
| | Sunday | 14:00 | 04:00 |
| H. Entertainment of a similar description to that falling within E, F, or G (Indoors) | | | |
| | Monday - Wednesday | 14:00 | 04:00 |
| | Thursday | 14:00 | 06:00 |
| | Friday | 14:00 | 06:00 |
| | Saturday | 14:00 | 08:00 |
| | Sunday | 14:00 | 04:00 |
| I. Provision of facilities for making music (Indoors) | | | |
| | Monday - Wednesday | 14:00 | 04:00 |
| | Thursday | 14:00 | 06:00 |
| | Friday | 14:00 | 06:00 |
| | Saturday | 14:00 | 08:00 |
| | Sunday | 14:00 | 04:00 |
| J. Provision of facilities for dancing (Indoors) | | | |
| | Monday - Wednesday | 14:00 | 04:00 |
| | Thursday | 14:00 | 06:00 |
| | Friday | 14:00 | 06:00 |
| | Saturday | 14:00 | 08:00 |
| | Sunday | 14:00 | 04:00 |
| K. Provision of facilities for entertainment of a similar description to that falling within I or J (Indoors) | | | |
| | Monday - Wednesday | 14:00 | 04:00 |
| | Thursday | 14:00 | 06:00 |
| | Friday | 14:00 | 06:00 |
| | Saturday | 14:00 | 08:00 |
| | Sunday | 14:00 | 04:00 |
| L. Late night refreshment (Indoors) | | | |
| | Monday - Wednesday | 23:00 | 04:00 |
| | Thursday | 23:00 | 06:00 |
| | Friday | 23:00 | 06:00 |
| | Saturday | 23:00 | 08:00 |
| | Sunday | 23:00 | 04:00 |





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THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES continued...

| Activity (and Area if applicable) | Description | Time From | Time To |
|---|--------------------|-----------|---------|
| M. The sale by retail of alcohol for consumption ON the premises only | Monday - Wednesday | 14:00 | 04:00 |
| | Thursday | 14:00 | 06:00 |
| | Friday | 14:00 | 06:00 |
| | Saturday | 14:00 | 08:00 |
| | Sunday | 14:00 | 04:00 |

THE OPENING HOURS OF THE PREMISES

| Description | Time From | Time To |
|--------------------|-----------|---------|
| Monday - Wednesday | 14:00 | 04:30 |
| Thursday | 14:00 | 06:30 |
| Friday | 14:00 | 06:30 |
| Saturday | 14:00 | 08:30 |
| Sunday | 14:00 | 04:30 |

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

- M. The sale by retail of alcohol for consumption ON the premises only

NAME, (REGISTERED) ADDRESS OF HOLDER OF PREMISES LICENCE

Aura Venues Ltd
The Basement, Flag House,, Barbauld Street, Warrington, Cheshire, WA1 1EN.

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

Aura Venues Ltd 6692617

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

Leigh Dominique SWEETMAN

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



INVESTORS
IN PEOPLE



LANCASTER CITY COUNCIL

**LICENSING ACT 2003 AND THE LICENSING ACT 2003 (HEARINGS)
REGULATIONS 2005**

NOTICE OF HEARING

To: The Applicant: Mr Leigh Sweetman

Responsible Authorities: Lancashire Fire and Rescue Services

THE LANCASTER CITY COUNCIL, AS LICENSING AUTHORITY, HEREBY GIVES YOU NOTICE that a hearing before a Sub-Committee of the Licensing Act Committee to consider relevant representations in respect of an application under Section 34 of the Licensing Act 2003 in respect of premises known as **Lost, 25 North Road, Lancaster**, will take place on the **25th October 2012** at Lancaster Town Hall, commencing at 10.30 a.m.

AND TAKE NOTICE THAT each party as listed above is required to give to the Licensing Authority by no later than five working days before the day of the hearing a notice in writing stating whether that party intends to attend or be represented at the hearing, and whether he or she considers a hearing to be unnecessary.

AND TAKE NOTICE THAT if a party wishes any other person (other than the person he/she intends to represent him at the hearing) to appear at the hearing, the notice given by that party and referred to in the preceding paragraph must contain a request for permission for such other person to appear at the hearing, and must set out details of the name of that person and a brief description of the point or points on which that person may be able to assist in connection with the matter to be considered by the Sub-Committee.

GIVEN this 17th October 2012 by the Lancaster City Council as Licensing Authority.

INFORMATION TO ACCOMPANY NOTICE OF HEARING

1. Right of attendance, assistance and representation

A party may attend the hearing and may be assisted or represented by any person, whether or not that person is legally qualified.

The hearing will generally take place in public. However, the Sub-Committee may exclude the public from all or part of a hearing where it considers that the public interest in so doing outweighs the public interest in the hearing, or that part of the hearing, taking part in public. In such circumstances, a party and any person assisting or representing a party may be treated as a member of the public. The Sub-Committee will exclude the public (and the parties and their representatives) during the decision making process.

The Sub-Committee may require any person attending the hearing who in its opinion is behaving in a disruptive manner to leave the hearing, and may refuse to permit that person to return, or permit him to return only on such conditions as the Sub-Committee may specify. However, such a person may, before the end of the hearing, submit to the Sub-Committee in writing any information which he would have been entitled to give orally had he not been required to leave.

2. Representations and Supporting Information

At the hearing a party shall be entitled to:

- (a) Give further information as applicable in response to a point upon which notice has been given to that party that clarification is required. (Note – if such clarification is required from a party this will have been indicated in the Notice of Hearing).
- (b) Question any other party, but only if given permission by the Sub-Committee; and
- (c) Address the Sub-Committee

3. Failure of Parties to attend the Hearing

If a party has given notice that he does not intend to attend or be represented at a hearing, the hearing may proceed in his absence.

If a party who has not so indicated fails to attend or be represented at a hearing, the Sub-Committee may, where it considers it to be necessary in the public interest, adjourn the hearing to a specified date, or hold the hearing in the party's absence. If the hearing proceeds in a party's absence, the Sub-Committee will consider and give appropriate weight to the application, representation or notice given by that party in their absence.

4. Representations and Evidence

A party who wishes to rely on information or documentary evidence that has not been submitted in advance of the issue of the Notice of Hearing should ensure that such information or evidence, together with sufficient copies for all the parties, is submitted to the Licensing Manager as soon as possible before the day of the hearing.

Parties are reminded that documentary or other information submitted on the day of the hearing may only be taken into account with the consent of all the other parties.

A party who wishes to produce audio/visual evidence should make such evidence available as soon as practical, and should give a minimum of two clear working days notice to the Licensing Manager to facilitate arrangements for the appropriate equipment to be available at the hearing.

5. Procedure

A summary of the procedure that will normally be followed at the hearing is enclosed.

It should be noted that this is a general procedure intended to cover matters that will normally be applicable at all hearings.

However, depending on the circumstances of each individual case, it is recognised that other issues may need to be considered as preliminary points at the hearing. These may include (but are not limited to):

- Whether to proceed in the absence of a party
- Whether to admit new documents/information submitted at the hearing
- Whether it is in the public interest to exclude members of the public from the hearing or any part of the hearing (other than the decision making process)
- Whether any party wished to withdraw representations previously submitted

6. Special Needs

Any person who intends to attend a hearing and who has special needs, for example in connection with access, language, hearing or vision, should inform the Licensing Manager as soon as practical prior to the day of the hearing, so that appropriate provision or arrangements may be made.

PROCEDURE TO BE FOLLOWED AT HEARINGS TO WHICH THE LICENSING ACT 2003 (HEARINGS) REGULATIONS 2005 APPLY

1. The Chairman will introduce the Members and the Legal Adviser and Democratic Support Officer.
2. The Chairman will ask the parties to introduce themselves and any persons with them.
3. The Chairman will confirm that there is no reason why any of the three sub-committee Members should not participate in this matter.
4. The Chairman will confirm that this is a discussion led by the authority, that any questions should generally be put through the Chairman, and that cross-examination will only be permitted if the Sub-Committee considers that it is necessary.
5. The Chairman will ask the parties if they have any requests to cross-examine, and such requests will be considered by the Sub-Committee.
6. The Sub-Committee will consider any requests from the parties for permission for another person to appear at the hearing.
7. The Chairman will explain to the parties that the procedure to be followed will be the published one (unless the circumstances of the case require the normal procedures to be varied) – that is,
 - that the Licensing Manager (or his representative) will introduce the details of the application, the reason for the hearing, and the documentation,
 - that each party making representations will address the sub-committee in turn and will call other persons where permission has been given
 - that the applicant/licence holder will present his case and will call other persons where permission has been given
 - that Members may ask questions of all parties and persons
 - that questions from the parties must be directed through the Chairman unless cross-examination has been permitted under 4 above
 - that all parties will have the opportunity to make a closing statement, with the applicant/licence holder having the final word
 - that the Sub-Committee will withdraw to make its decision and formulate the reasons for the decision in private, and will ask its Legal Adviser and the Democratic Support Officer to join it in order to assist in documenting the decision and the reasons, or to provide clarification on any point. The decision will be announced in public and confirmed in writing. (In certain circumstances, the decision may not be made on the same day as the hearing). In the event that the Legal Adviser has been asked for clarification on any point then the point raised and the advice given will be declared to all parties.
8. The Chairman will indicate the maximum period of time each party will be allowed in which to present their case, and will seek comments from the parties before the Sub-Committee makes its final indication on this point.
9. The hearing will then proceed following the procedure in 7 above. The Chairman will arrange for reasonable comfort breaks throughout the hearing.