

## Representation in respect of a New Premises Application

Licensing Act 2003

### *Appendix B1*

Details of person or body making representation:	
Your Name:	Tj Mavani
Your position/role:	Licensing Enforcement Manager

Details of premises representation is about:	
Name of Premises:	The City of Leicester College
Address of premises:	Downing Drive Leicester LE5 6LN
Application No. (if known)	155320

Please tick one or more of the licensing objectives that your representation relates to:	
Prevention of Crime and Disorder	<input checked="" type="checkbox"/>
Public Safety	<input checked="" type="checkbox"/>
Prevention of Public Nuisance	<input checked="" type="checkbox"/>
Protection of Children from Harm	<input checked="" type="checkbox"/>

Authority Declarations:
<p>I write in my capacity as Licensing Enforcement Manager for Leicester City Council Licensing Authority on the authority delegated to me.</p> <p>Please take notice that I am satisfied that allowing the premises to be used in accordance with the application would undermine the above stated Licensing Objectives and as such submit our representations.</p>

Representations:
<p>We would like to submit our representations for this premises application based upon the above stated licensing objectives.</p>

The application is for a new Premises Licence for the provision of plays indoors and outdoors from 08:00hrs to 23:00hrs Monday to Sunday; provision of films indoors from 08:00hrs to 23:00hrs Monday to Sunday; provision of boxing or wrestling entertainments indoors from 08:00hrs to 23:00hrs Monday to Sunday; provision of live music indoors and outdoors is applied for between 08:00hrs and 23:00hrs Monday to Sunday; recorded music indoors and outdoors between 08:00hrs and 23:00hrs Monday to Sunday; and performances of dance indoors and outdoors is applied for between 08:00hrs and 23:00hrs Monday to Sunday.

Late Night Refreshments have been applied for in error, as food will only be supplied between 08:00hrs and 23:00hrs. The sale/ supply of alcohol has not been applied for and seasonal variations have not been requested.

The application suggests that the premises is currently used as a coeducational secondary school and sixth form with approximately two thousand students in years 7-13 (age 11 to 18). The premises is usually open from 08:00hrs to 22:00hrs.

The premises is located within the Evington ward of Leicester on Downing Drive. The area consists primarily of residential properties and Evington Leisure Centre is adjacent.

The proposed area to be licensed is the entire school premises both indoor and outdoor.

At 09:45hrs on Wednesday 9<sup>th</sup> August 2023, Elizabeth Arculus, Licensing Officer within the Licensing Enforcement Team at Leicester City Council contacted the applicant Mr Shaun Whiting via telephone to discuss the application. The purpose of the facility was explained to her. They discussed the general operation of the premises and they explained some of the methods to counter the concerns that were raised.

Some of the specifics that were relayed were that the premises has applied for the licence as it was brought to their attention by the Aspire Academy Trust that a premises licence was needed. The applicant explained that he as Business Manager and the Headteacher joined the school in March 2020 just as the Covid pandemic measures were put in place and the requirement for a licence at the time was an oversight on their part. A hirings and lettings policy is already in place.

Currently the college hosts numerous community groups including a daily madrasah, drama groups and football groups. They also host weddings approximately four times a year. These are Muslim faith weddings with food, no alcohol, and a maximum of five hundred people can attend the wedding meal using the main hall and the downstairs canteen.

The CCTV system includes provision for clear facial recording of any persons entering the college premises. There are currently sixty nine cameras both internally and externally, covering all entrances, exits, corridors and the car park. The CCTV and the school grounds are staffed by the security firm G4S and there is a member of the security team from G4S on site at all times. G4S own the responsibilities around controlling and securing and CCTV footage which could be requested by a responsible authority. There is always at least one school employee on site during events out of school hours.

The applicant explained that the capacity for events would be five hundred. Participants can be split between the main hall which has a capacity of 320 and the canteen below which can hold 180.

The Licensing Officer asked Mr Whiting to clarify the latest time that the premises would be open, and he confirmed that 23:00hrs is the maximum closing time. As G4S are always contracted off site by 22:00hrs every day the school would have to pay an extra fee to keep them onsite, so most events finish at 21:30hrs.

There are already procedures in place for incident logbooks, and all hirers sign agreement and evacuation procedures. The applicant was also advised about considerations to reduce public nuisance including the display of Quiet Notices for those groups leaving later in the evening.

The Licensing Authority do have concerns about the premises and the effects it may have on the local community, both business and residential. This relates to the location of the CCTV cameras, the control of the age range of the persons attending and also the detail of the operating schedule that has been applied for. The operating schedule does lay out some of the intentions of the applicant however, it is loose in specifically how they would uphold the licensing objectives.

We believe that with the amendments and additions shown below that the premises and applicant could promote the licensing objectives in line with conducting their business in a safe manner.

#### Conditions Details:

We believe the below additions/amendments of conditions in full, which we believe are reasonable, proportionate and enforceable, may assist the Licence Holder in upholding the licensing objectives.

We have detailed, for clarity, those that

- (a) We believe should be replaced from the applied operating schedule with our proposed wording
- (b) Those to be removed from the operating schedule and;
- (c) Those that are in addition.

Any wording on the operating schedule that is not detailed below to remain on any licence

#### (a) Conditions to be replaced from Operating Schedule

*Wording contained within the applied operating schedule as copied below be replaced with Requested Condition/s:*

*Operating Schedule Wording:*

*Ensure CCTV is working*

*CCTV on site*

*Mindful of noise levels when leaving the building late at night.*

To be replaced with:

- The licence holder will ensure a high definition, colour HD CCTV camera system is installed, operational and recording whilst the premises is open to the public. The system must permit the identification of individual(s) in all lighting conditions.
- CCTV cameras must cover all areas that the public have access to, including the entrance, exit and pavement area immediately outside the premises.
- CCTV system images must be securely stored, display an accurate date/time stamp and retained for a minimum of 31 days.
- The licence holder will ensure the premises CCTV is provided to an officer from a responsible authority in a downloadable and viewable format within fourteen days of being requested.
- The licence holder will ensure that there is always a member of staff trained and available to download images/ footage immediately or an agreed timescale if requested by the police or the Licensing Authority.
- The licence holder shall take reasonable steps to prevent public nuisance being caused by customers outside the premises by displaying prominent Quiet notices requesting customers respect the needs of local residents.

#### **(b) Conditions to be removed from Operating Schedule**

*Wording contained within the applied operating schedule as copied below be removed:*

*Operating Schedule Wording to be removed:*

*All hirers must vacate the car park by 22:00 or 00:00*

#### **(c) Requested Additional Conditions**

*Condition/s wording below to be added in full to any granted licence:*

All conditions (*as identified on these reps*) agreed and signed with Leicestershire Police be included in any granted licence.

- An incident and refusals log will be kept on the premises and retained for a period of 12 months from the date of the incident. The log will be made immediately available for inspection on request of an officer from a responsible authority.
- The licence holder will ensure that a full fire risk assessment will be conducted and reviewed and implemented in line with Fire Safety Legislation annually.
- There will be regular safety checks of areas such as toilets and entrances/exits and recorded in a logbook which will be kept on the premises and immediately available upon request from any authority officers.
- The Licence is subject to Leicester City Council's Standard Conditions for Places of Public Entertainment, published on the Licensing Authority's website [www.leicester.gov.uk/licensing](http://www.leicester.gov.uk/licensing)

**Appendix:**

No Appendix

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#### Authority Signatures:

Tj Mavani  
Licensing Enforcement Manager  
Leicester City Council  
09/08/2023

Reporting Officer  
Elizabeth Arculus

#### Licensing Authority Details:

Licensing Authority  
Licensing Enforcement  
York House  
91 Granby Street  
LE1 6FB

Tel: 0116 4540049  
Email: [licensingenforcement@leicester.gov.uk](mailto:licensingenforcement@leicester.gov.uk)  
[www.leicester.gov.uk/licensing](http://www.leicester.gov.uk/licensing)

#### Notice Sent to:

Please note that this representation has been sent to:

- (1) Licensing Authority Applications Team, Leicestershire Police Licensing, Noise Pollution Team, Leicestershire Fire & Rescue Service
- (2) Applicant and/or Agent

**Agreement Notice Applicant** (if applicable & only valid if signed)

**Licensing Enforcement Agreement Confirmation** (if applicable & only valid if signed)