



Leeds
CITY COUNCIL

Zoe Keighley
[REDACTED]
Drighlington
[REDACTED]

Elections & Regulatory Service

Entertainment Licensing

Civic Hall

Leeds LS1 1UR

Contact: Leesa McLaughlin

Tel: 0113 3785029

Email: entertainment.licensing@leeds.gov.uk

Our Ref: TEN/004071

21st November 2024

Dear Sir/Madam,

TEMPORARY EVENT NOTICE: TEN/004071
LICENSING ACT 2003

I acknowledge receipt of your temporary event notice together with the payment of £21.00.

The details of the temporary event have been recorded as:

Premises user:	Zoe Keighley
Premises address:	Street Record, Station Road, Drighlington, Bradford, BD11 1JT
Authorised activities:	The provision of regulated entertainment
On the following date:	30th November 2024
During the following hours:	12:30 - 17:00

This letter serves as proof that we have received your notification. Please ensure that it is displayed throughout the duration of your event. You should also keep a copy of the notice enclosed with this letter in a secure place so that it, along with this letter, is available for inspection by an officer from the licensing authority, a police officer or an environmental health officer.

If the Temporary Event Notice (TEN) is for an event that is to take place outdoors, or that will involve gatherings of people for music (ie live music, DJ's), dancing or similar entertainment (indoors and outdoors) it is asked that you visit: <https://www.leeds.gov.uk/arts-and-events/organising-events>, and submit an event notification form which can be found on this site.

This TEN authorises the event holder to hold the stated event under the Licensing Act 2003, however, if the planning permission at the premises permit different opening hours then they would be committing a breach of planning control beyond these hours. If you want advice about the approved planning hours please ring the Call Centre on 0113 222 4409.

Please be aware, where the TEN is for a site on the public highway/realm the TEN does not provide for exclusive use of that site as it is on the public realm. If the land to be used is private e.g. garden, driveway, then the TEN user must have permission of the landowner to operate from there.

Responsibility for ensuring compliance with the Licensing Act 2003 falls to a 'responsible person'. For purpose of TENs, this is the TEN user (the person named in the details above). In supporting you to operate responsibly and in accordance with the licensing regulations, please note the following:

Selling alcohol to someone who is drunk

It is illegal to knowingly sell alcohol, or attempt to sell alcohol, to a person who is drunk. It is also illegal to allow alcohol to be sold to someone who is drunk.

Selling alcohol to anyone under the age of 18 is illegal in England.

The maximum fine for selling or supplying alcohol to children is unlimited. It is a mandatory requirement to have in place an age verification policy. This must, as a minimum, require individuals who appear under 18 years of age to provide proof of their age before alcohol is served or supplied. This does not exclude best practice schemes such as Challenge 21 or Challenge 25 which require individuals who appear to be under an age which is greater than 18 to provide ID.

Identification which is accepted as proof of age must bear the holder's photograph, date of birth, and either a holographic mark or ultraviolet feature. Examples of acceptable ID include photo card driving licences, passports, military identification or proof of age cards bearing the PASS hologram. If you, or your staff are in any doubt as to the authenticity of identification produced, then you are strongly recommended to refuse the alcohol sale.

Further guidance on false ID published by the Home Office is available at <https://www.gov.uk/government/publications/false-id-guidance>

Mobile, remote, internet and other alcohol delivery sales

The premises where the alcohol is despatched from/loaded onto the delivery vehicle will need either a premises licence or TEN and will be subject to the same mandatory conditions as set out above. Delivery staff must be trained so that when delivering alcohol they are familiar with the need to check for age verification, that they are not providing the alcohol to someone who is drunk. Those who fail to comply with the above requirements could face prosecution.

If you have any queries regarding the contents of this letter, then please do not hesitate to contact Entertainment Licensing at entertainment.licensing@leeds.gov.uk

Yours faithfully,



Leesa McLaughlin
Licensing Officer
Entertainment Licensing