
Licensing Act 2003 Sub Committee

13 November 2025

Report from the Director – Environment & Regulatory Services

**Section 18(3) (a) Application for a premises licence for Little J,
Chapel House, North Street, York, YO1 6JD****Summary**

1. This report seeks Members determination of an application for the grant of a premises licence, which has been made under the Licensing Act 2003.
2. Application reference number: CYC 082555
3. Name of applicant: Little Jay Ltd
4. Type of authorisation applied for: Grant of Premises Licence
5. Summary of application:

The proposal is to allow for the provision of the following activities at a community events venue with licensed bar.

Proposed Activity	Timings
Plays – indoors	23:00 to 03:00 Sun to Weds 23:00 to 04:00 Thurs to Sat Christmas Eve, New Years Eve, Halloween, Pride event, Bank Holiday Sundays 23:00 until 04:00
Films – indoors	23:00 to 03:00 Sun to Weds 23:00 to 04:00 Thurs to Sat Christmas Eve, New Years Eve, Halloween, Pride event, Bank Holiday Sundays 23:00 until 04:00

Indoor sporting events	23:00 to 03:00 Sun to Weds 23:00 to 04:00 Thurs to Sat Christmas Eve, New Years Eve, Halloween, Pride event, Bank Holiday Sundays 23:00 until 04:00
Live music – indoors	23:00 to 03:00 Sun to Weds 23:00 to 04:00 Thurs to Sat Christmas Eve, New Years Eve, Halloween, Pride event, Bank Holiday Sundays 23:00 until 04:00
Recorded music - indoors	23:00 to 03:00 Sun to Weds 23:00 to 04:00 Thurs to Sat Christmas Eve, New Years Eve, Halloween, Pride event, Bank Holiday Sundays 23:00 until 04:00
Performance of dance – indoors	23:00 to 03:00 Sun to Weds 23:00 to 04:00 Thurs to Sat Christmas Eve, New Years Eve, Halloween, Pride event, Bank Holiday Sundays 23:00 until 04:00
Other forms of entertainment – indoors	08:00 to 03:00 Sun to Weds 08:00 to 04:00 Thurs to Sat Christmas Eve, New Years Eve, Halloween, Pride event, Bank Holiday Sundays 23:00 until 04:00
Supply of alcohol – on & off the premises	11:00 to 03:00 Sun to Weds 11:00 to 04:00 Thurs to Sat Christmas Eve, New Years Eve, Halloween, Pride event, Bank Holiday Sundays 11:00 until 04:00
Opening hours	07:00 to 03:30 Sun to Weds 07:00 to 04:30 Thurs to Sat Christmas Eve, New Years Eve, Halloween, Pride event, Bank Holiday Sundays 07:00 until 04:30

Background

6. A copy of the application can be found at Annex 1, including a plan(s) of the premises.
7. The premises is described in the application as a community events venue with licensed bar. A maximum internal capacity of 120. An independent venue run by, and supported by, local LGBTQI+ community to provide a dedicated safe space for the community to come together through music, arts and performance.
8. An overview of the circumstances in which entertainment activities are not licensable can be found at Annex 2.

Promotion of Licensing Objectives

9. The operating schedule submitted by the applicant shows that the licensing objectives would be met as follows:

10. General

10.1. To follow any legislation passed regarding the sale of alcohol

10.2. Staff training will be given regarding staff's obligation under the Licensing Act in respect of the: -

- Retail sale of alcohol
- Age verification policy
- Conditions attached to the Premises Licence
- Permitted Licensable activities
- The Licensing objectives and
- The Opening Times of the venue.

Staff training records will be kept for a minimum of one year and will be made available upon request from any Responsible Authority

11. The Prevention of Crime and Disorder

11.1 It will be the responsibility of the Designated Premises Supervisor / Manager on duty for risk assessing the need for SIA Door Supervisors at the premises. Special consideration will be given to the need for Door staff on Fridays/Saturdays or any Sunday leading into a bank holiday Monday. Door staff will be employed if a Pride event is hosted.

11.2_A zero-tolerance policy on drugs will be implemented.

11.3 The Designated Premises Supervisor/Premises Licence Holder will be contactable in an emergency.

11.4 If the DPS or PLH are not on site, then there will be a supervisor nominated in their absence.

11.5 The designated premises supervisor will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti-social behaviour, admissions refusals and ejections from the premises. The Incident Report Register will be retained for a period of twelve months and produced for inspection immediately on the request of an authorised officer.

11.6 As above, an incident book will be kept which will detail recorded of all instances of public disorder.

11.7 A digital colour CCTV system will be installed to cover the premises, and recorded coverage will include all areas (including outside areas) to where public have access to consume alcohol as well as the exit/entrance.

11.8 The CCTV system will cover the main entrance/s and exit/s and designated emergency access routes from the premises.

11.9 The CCTV will be maintained, working and recording at all times when the premises are open.

11.10 The CCTV system will be of a satisfactory resolution quality and will contain the correct time and date information.

11.11 The recordings will be of a good evidential quality to be produced in Court or other such hearing.

11.12 Copies of the recordings will be kept available for any Responsible Authority for 31 days. Subject to Data Protection requirements.

11.13 Copies of the recordings shall be made available to any Responsible Authority within 48 hrs upon request. Subject to Data Protection requirements.

11.14 Ongoing risk assessments will be made, and use of radios will be reviewed if necessary.

11.15 No customer will be permitted to take open bottles of alcohol or glasses from the premises/outdoor area.

11.16 Every effort will be made for all bottles and glasses to be removed from the public areas as soon as they are finished with.

11.17 The DPS will prominently display notices which inform customers that open bottles or glasses may not be taken from the premises/outdoor area.

11.18 The Licence holder will operate a Challenge 21 Age Verification Policy at the Premises. Proof of age identification shall be, for example, a current Passport, photo card Driving Licence, Military ID card, or identification carrying the PASS logo.

11.19 Non-alcoholic drinks will be readily available at all times.

11.20 All-inclusive nights or other inappropriate/volume drinking promotions that promote excessive drinking philosophy will not be permitted.

11.21 Clear and legible notices will be displayed at all exits requesting patrons to respect the needs of local residents and to leave the premises and the area quietly.

12. Public Safety

12.1 A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.

12.2 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.

12.3 Access for emergency vehicles will remain clear.

12.4 Regular safety checks of all fixtures and fittings will be made, and records of these checks will be kept.

12.5 Empty bottles and glasses will be collected regularly, paying particular attention to outdoor areas.

12.6 A maximum of 12 people will be permitted to use the upstairs area and will be closed to general access when appropriate.

12.7 A suitably trained First Aider or appointed person will be provided when alcohol is being served at the premises.

12.8 Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.

12.9 The premises will have an up-to-date Fire Risk Assessment at all times.

13. The Prevention of Public Nuisance

13.1 Clear and legible notices will be displayed at exits requesting patrons to leave the premises quietly having regard to the needs of local residents, in particular emphasising the need to refrain from shouting and anti-social behaviour.

13.2 For large events, such as Pride, staggered dispersal and queue management strategies will be put in place.

13.3 No external speakers shall be used.

13.4 The disposal of bottles into outdoor receptacles will be avoided, wherever possible, between 23:00 and 07:00 so as to minimise noise disturbance to neighbouring properties.

13.5 The DPS will ensure that litter arising from people using the premises is cleared away regularly.

14. The Protection of Children from Harm

14.1 The premises may run family friendly events and children under the age of 18 may be permitted if they are accompanied by an Adult, up to 22:00.

14.2 No children under the age of 18 will be permitted beyond 22:00.

14.3 Admittance will be monitored in accordance with age rating films, performances and exhibitions are shown.

14.4 A proof of age policy will be in place for those purchasing alcohol.

14.5 If the venue is hired out, children under the age of 18 will be permitted to remain until the close of the premises, and subject to supervision from those who have hired the venue.

Special Policy Consideration

15. This premises is located within the cumulative impact assessment area which was approved by full council on 27 March 2025. Section 9 of the Statement of Licensing Policy which deals with Cumulative Impact can be found at Annex 3.

Consultation

16. Consultation was carried out by the applicant in accordance with s13, and s17 (5) of the Act and Regulation 42, Parts 2 and 4 of the Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations 2005, which concern the displaying of a notice on the premises and an advertisement in a local paper giving details of the application and serving a copy of the application on all responsible authorities. The applicant complied with all statutory requirements. In addition, the relevant ward councillors and/or parish council were notified by way of register.
17. All procedural aspects of this application have been complied with.

Summary of Representations made by Responsible Authorities

18. North Yorkshire Police have made representation based on the licensing objectives of the prevention of crime and disorder, the prevention of public nuisance, public safety and the protection of children from harm Their representation can be found at Annex 4.
19. City of York Council Public Protection (Environmental Protection) licensing objectives of the prevention of public nuisance. Their representation can be found at Annex 5.
20. The Licensing Authority has made a representation on the grounds that the granting of this application would undermine the licensing objectives of both prevention of crime and disorder and prevention of public nuisance. Furthermore, the applicant fails to demonstrate how this application would not add to the cumulative impact of licensed premises already experienced within the CIA. The representation is attached at Annex 6.

Summary of Representations made by Other Parties

21. There have been 7 relevant representations received from other persons. The list of representors is attached at Annex 7. They were accompanied by a petition of 1,636 names.
22. The representations are all in support of the application. They are attached at Annex 8.
23. A map showing the general area around the venue is attached at Annex 9.
24. The mandatory conditions that will be attached to this licence if granted (if they apply) can be found at Annex 10. The Legislation and Policy considerations can be found at Annex 11.

Options

25. By virtue of s18(4) of the Act, the Committee have the following options available to them in making their decision: -
26. Option 1: Grant the licence in the terms applied for.
27. Option 2: Grant the licence with modified/additional conditions imposed by the licensing committee.
28. Option 3: Grant the licence to exclude any of the licensable activities to which the application relates and modify/add conditions accordingly.
29. Option 4: Refuse to specify a person on the licence as premises supervisor.
30. Option 5: Reject the application.

Analysis

31. The following could be the result of any decision made this Sub Committee: -
32. Option 1: This decision could be appealed at Magistrates Court by any of the representors.
33. Option 2: This decision could be appealed at Magistrates Court by the applicant or any of the representors.
34. Option 3: This decision could be appealed at Magistrates Court by the applicant or any of the representors.

35. Option 4: This decision could be appealed at Magistrates Court by the applicant.
36. Option 5: This decision could be appealed at Magistrates Court by the applicant.

Council Plan

37. The Licensing Act 2003 has four objectives the prevention of crime and disorder, public safety, prevention of public nuisance and the protection of children from harm.
38. By taking the statutory requirements of the Licensing Act into consideration, as well as the four licensing objectives when determining licensing applications the Council are supporting the new and existing licence trade, as well as local residents and businesses. The functions support the Council's Plan commitments to make York a healthier, fairer, more accessible place, where everyone feels valued, creating more regional opportunities to help today's residents and benefit future generations. It supports the particular priority for a fair, thriving, green economy for all.

Implications

39.

- **Financial** - N/A
- **Human Resources (HR)** – N/A
- **Equalities** – The Council recognises, and needs to take into account its Public Sector Equality Duty under Section 149 of the Equality Act 2010 to have due regard to the need to eliminate discrimination, harassment, victimisation and any other prohibited conduct; advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and foster good relations between persons who share a relevant protected characteristic and persons who do not share it in the exercise of a public authority's functions. An Equalities Impact Assessment can be found at Annex 12.
- **Legal** – This decision could be appealed at Magistrates Court by the applicant or any of the representors.

- **Crime and Disorder** - The Committee is reminded of their duty under the Crime and Disorder Act 1998 to consider the crime and disorder implications of their decisions and the authority's responsibility to co-operate in the reduction of crime and disorder in the city.
- **Information Technology (IT)** – N/A
- **Property** – N/A
- **Other** – none

Risk Management

40. All Members of the Licensing Act 2003 Committee have received full training on the Act and the regulations governing hearings. They are aware that any decision made which is unreasonable or unlawful could be open to challenge resulting in loss of image, reputation and potential financial penalty.
41. The report details the options available to the panel in determining the application and recommends that a decision be reached. There are no risks involved with this recommendation.

Recommendations

42. Members determine the application.
Reason: To address the representations received as required by the Licensing Act 2003.

Contact Details

Author:

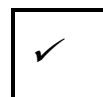
Lesley Cooke
Licensing Manager

Chief Officer Responsible for the report:

Dave Atkinson
Director Environment & Regulatory Services

Tel No. 01904 551515

**Report
Approved**

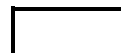


Date 19 September 2025

Specialist Implications Officer(s)

Head of Legal & Democratic Services
Ext: 1004

Wards Affected: Micklegate ward



For further information please contact the author of the report

Background Papers:

Annex 1 - Application form

Annex 2 - Overview of Circumstances in which Entertainment
Activities are not Licensable

Annex 3 - CIA Policy extract

Annex 4 - Police representation

Annex 5 - Public Protection Representation

Annex 6 - Licensing Authority Representation

Annex 7 - List of representors - **CONFIDENTIAL**

Annex 8 - Representations

Annex 9 - Map

Annex 10 – Mandatory Conditions

Annex 11 – Legislation & Policy

Annex 12 – Equalities Impact Assessment