

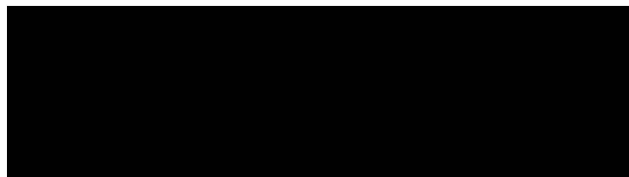
Leeds District Licensing



**WEST YORKSHIRE
POLICE**

Department

Leeds District Licensing Department
West Yorkshire Police,
Leeds District Headquarters,
Elland Road,
Leeds
LS11 8BU



Your ref:
Our ref:

15th March 2024

**Entertainment Licensing Section,
Leeds City Council,
Civic Hall,
Leeds. LS1 1UR**

Cc: Ian Rushton, JL Licensing, [REDACTED]

RE: Gulf Petrol Station, Ackworth Garage, Gren Lane, Yeadon, Leeds LS19 7BU

**APPLICATION FOR A PREMISES LICENCE – LICENSING ACT 2003:
POLICE – LETTER OF REPRESENTATION – ‘QUALIFIED’ OBJECTION:**

West Yorkshire Police are of the opinion that the application contains insufficient information about how the applicant intends to meet the licensing objectives.

We therefore confirm that we are submitting a formal representation against the application on the grounds of-:

1. the prevention of crime & disorder
2. public safety

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However, we are of the opinion that the licensing objectives could be met should the applicant be prepared to incorporate certain identified measures within their operating schedule as additional conditions.

Please find enclosed a document which at **Part 1** contains the suggested measures which this authority considers are proportionate and appropriate to the nature of the application.

Should the applicant be in agreement with the suggested measures then they should signify this by completing and signing **Part 2** of the enclosed form and return the complete document to this office as soon as possible.

Upon receipt of their consent at **Part 2**, it will be taken that the applicant signify their wishes for the licensing authority to amend their operating schedule to incorporate the proposed measures as conditions.

Alternatively should the applicant disagree with the proposed measures, then they should complete **Part 3** and again return the complete document to this office as soon as possible.

PART 1 - to be completed by the Responsible Authority:

West Yorkshire Police propose the following control measures / conditions under the Licensing Act 2003 (in **addition** to those that the applicant may have already offered), for the premises:-

Gulf Petrol Station, Ackworth Garage, Gren Lane, Yeadon, Leeds LS19 7BU

Having considered the application under the Licensing Act 2003 for the above premises, West Yorkshire Police considers that the following measures are relevant, proportionate and necessary in order to promote the following licensing objectives:-

- the prevention of crime & disorder
- public safety

The CCTV shall cover any external areas of the premises such as car parks and forecourt. The CCTV system will be capable of retaining images for a minimum of 31 days. At least one member of staff will be on duty at the premises when it is open to the public who is capable of operating the system and downloading images recorded by it. Any downloaded footage requested will be provided with 24 hours.

The CCTV shall be checked weekly to ensure it is working correctly and a log maintained of those checks. This log will be kept on the premises for a 12 month period and produced for inspection when requested to do so by an authorised officer.

The premises licence holder and/or 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 contain consecutively numbered pages, the date time and location of the incident, details of the nature of the incident, the names and numbers of any police officers attending, the police incident and/or crime number, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident. The Incident Report Register will be retained for a period of twelve months and produced for

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inspection immediately on the request of an authorised officer.

Details to be recorded in the refusals register shall include the date, time, name if known, physical description of the person, the reasons, and staff involved and whether CCTV of the incident is available. Any identification document coming into the possession of a member of staff including security staff shall be recorded in the register, including the name of the person/name on the identification document. The register shall be securely retained by the licence holder for a for a period of 12 months from the date of the last entry. The licence holder shall provide secure storage for identification documents and a system for safe disposal, which may include returning to the originating organisation, e.g. DVLA/HM passport office.

Training records will be endorsed by staff and maintained on the premises for a 12 month period.

The display of alcohol shall be in a designated area of the premises which is capable of being supervised from the counter area.

The display of spirits shall be in an area accessible only by staff.

Alcohol shall not be displayed next to the public entrance/exit of the premises.

Customers shall be discouraged from drinking alcohol outside the premises.

A night hatch shall be in use from 2300 hrs to 0600 hrs.

Regular checks are to be made of the outside area during the hours of darkness to discourage groups gathering and loitering outside the premises.

During opening hours, the premises will be well illuminated to the satisfaction of West Yorkshire Police.

The premises licence holder/designated premises supervisor shall have a have a children and young people welfare policy to include procedures for dealing with distressed children and young people and systems to report any welfare or safeguarding concerns. All employees shall be trained in this policy.

West Yorkshire Police are satisfied that the proposed measures are not adequately dealt with by other legislation.

By signing the declaration enclosed overleaf at **Part 2**, the applicant agrees to incorporate the proposed measures as conditions within the Operating Schedule for the said premises.

Upon the satisfactory completion of the declaration, West Yorkshire Police will provide notice to the Licensing Authority that our representation is withdrawn in accordance with schedule 10(a) of the Licensing Act 2003 (Hearings) Regulations 2005.

CE [REDACTED] Sarah Blenkhorn
Leeds District Licensing Officer

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From:Blenkhorn, Sarah

Sent:Wed, 27 Mar 2024 12:16:19 +0000

To:Ian Rushton;Entertainment Licensing

Cc:[REDACTED] External);Archibald, Janice

Subject:RE: Application for a premises licence, letter of representation, Go Local/ Gulf, Ackworth Garage, Green Lane, Yeadon, LS19 7BU

Entertainment Licensing , please see below email chain. West Yorkshire Police now withdraw their representation subject to the conditions in the letter of representation (with the exception of the change in hatch times -now from midnight to 0600) being incorporated into the premises licence alongside those conditions already offered by the operator in their initial application.

Ian ☐ thanks

Regards

Sarah

[REDACTED]

Sarah Blenkhorn

Licensing Officer

West Yorkshire Police

Leeds District Licensing Department

Elland Road Police Station

Elland Road

Leeds

LS11 8BU

[REDACTED]

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Subject: Re: Application for a premises licence, letter of representation, Go Local/ Gulf, Ackworth Garage, Green Lane, Yeadon, LS19 7BU

Importance: High

Hi Sarah

Thanks for your email

Yes, I can confirm our agreement.

Thanks, Ian

Ian Rushton

JL Licensing

[REDACTED]

From: Blenkhorn, Sarah [REDACTED]

Sent: 21 March 2024 08:21

To: Ian Rushton <[REDACTED]>

Subject: RE: Application for a premises licence, letter of representation, Go Local/ Gulf, Ackworth Garage, Green Lane, Yeadon, LS19 7BU

Hello,

I agree midnight to 0600 hrs for night hatch.

My expectation that the premises would be adequately lit is that so that staff can see what is going on around them and that the premises looks well maintained and bright during those hatch hours to alleviate any broken window effect and thus helping to protect staff who are on duty on their own during those hours.

With regards to the children and welfare policy I don't have a template. Your policy could be something simple such as

Children and young people welfare policy - the premises shall inform the police immediately if there are any distressed children or young people that are seen on the premises or in the immediate vicinity. Any suspicious incidents involving children or young people will also be reported to the police. Any such incidents shall be logged in the incident log .

It's for you to decide what your policy is.

Hope that assists, happy to discuss further, or if you agree, please sign the part 2 and I will withdraw the rep.

Thanks

Sarah

JOB SHARE working Wednesday afternoon, Thursday and Friday

Sarah Blenkhorn

Licensing Officer

West Yorkshire Police

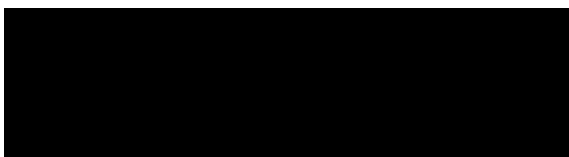
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From: Ian Rushton [REDACTED]
Sent: Wednesday, March 20, 2024 5:28 PM
To: Blenkhorn, Sarah <[REDACTED]> Entertainment Licensing
<Entertainment.Licen@leeds.gov.uk>
Cc: [REDACTED] Archibald, Janice
[REDACTED]
Subject: Re: Application for a premises licence, letter of representation, Go Local/ Gulf, Ackworth Garage, Green Lane, Yeadon, LS19 7BU

Hi Sarah

Thanks for your email, all noted.

I think we're able to agree the majority of your suggested conditions/wording.

Just a couple of matters to discuss;

'A night hatch shall be in use from 2300 hrs to 0600 hrs' - would you agree to the night hatch being in use from 12 midnight to 6am?

'During opening hours, the premises will be well illuminated to the satisfaction of West Yorkshire Police'. - what would the expectation be?

'The premises licence holder/designated premises supervisor shall have a have a children and young people welfare policy to include procedures for dealing with distressed children and young people and systems to report any welfare or safeguarding concerns. All employees shall be trained in this policy' - as a convenience store, what would you be looking for in this respect? Do you have any template that could be used?

Thanks, Ian

Ian Rushton

JL Licensing



From: Blenkhorn, Sarah [redacted]
Sent: 15 March 2024 13:29
To: [redacted] Entertainment Licensing
<Entertainment.Licen@leeds.gov.uk>
Cc: Patterson, Bol [redacted] Archibald, Janice
Subject: Application for a premises licence, letter of representation, Go Local/ Gulf, Ackworth Garage, Green Lane, Yeadon, LS19 7BU

Entertainment Licensing, Please find attached a letter of representation , we are hopeful agreements can be reached.

Please note I have asked for 31 days retention on CCTV, someone to be on duty who can operate the cctv at all times and for downloads to be completed within 24 hours, therefore if the applicant agrees the wording on his operating schedule submitted will need amending to reflect this.

Ian , please see attached letter, if there are any issues please feel free to discuss. Otherwise, please sign the part 2 and return via email. Thanks

Sarah

JOB SHARE working Wednesday afternoon, Thursday and Friday

Sarah Blenkhorn

Licensing Officer

West Yorkshire Police

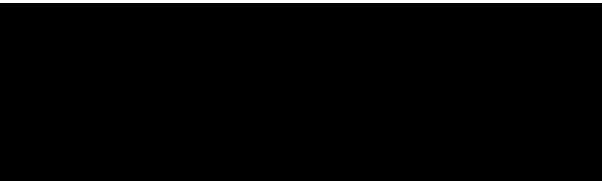
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