



Leeds
CITY COUNCIL

Licensing & Registration

Civic Hall

Leeds LS1 1UR

Our Ref: A80/SJL/LIC/PREM/00778/009

Your Ref:

Contact: Samantha Longfellow

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Date: 27th March 2014

Private & Confidential

Lordgate Ltd

Raines House

Denby Dale Road

Wakefield

WF1 1HL

Dear Mr Gibson

Review: Martha's Ale House, Well Lane, Guiseley LS20 9BA.

I write further to the meeting held on Monday 24th March 2014 at St Georges House, LS1 3DL.

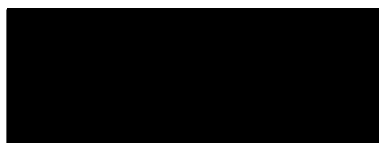
As you are aware during the meeting we discussed and agreed measures to be added to the Premises Licence after the review hearing subject to the Licensing Committee's agreement.

Please find enclosed a document that contains the agreed measures discussed at the meeting.

Can you please check through the attached document, sign and date the document and return the completed document to, Mr Stephen Holder, Entertainment Licensing, Civic Hall, Leeds LS1 1UR. Upon receipt of your consent it will be taken that you agree to the measures and will be brought to the attention of the Licensing Committee.

Should you require any further information, please do not hesitate to contact me on the above number.

Yours sincerely



Miss Samantha Longfellow
Senior Liaison & Enforcement Officer
Entertainment Licensing



To be completed by the Premise Licence Holder or representative:

Consent for agreed measures to be attached to the Premises Licence at Review:

Name & Address of Premises:

PREM/00778/009
Martha's Ale House
Well Lane
Guiseley
Leeds
LS20 9BA

- Operating times to be changed to:
Opening hours to remain as existing – Mon to Sun open at 11.00am.
Sun to Thurs – All existing Licensable activities to cease at 23:00hrs (11.00pm). To allow 20 minutes drinking up time. Premises to be closed to members of the public by 23:20 (11.20pm).
Fri & Sat – All existing Licensable activities other than the sale by retail of alcohol to cease at 23:30hrs. Sale by retail of alcohol to cease at midnight. To allow 20 minutes drinking up time. Premises to be closed to members of the public by 00:20 (12.20am).
- All none standard timings currently in place to be removed.
- Premises Licence to be transferred in to Leodis Properties by no later than 11th May 2014.
- To liaise with West Yorkshire Police before submitting a Temporary Event Notice (TEN).
- To amend Condition 16 to read; A CCTV system operating to the standard as stated in the Home Office & West Yorkshire Police Guidelines will be operational at the premises at all times when licensable activities are being carried out and at any other times where members of the public are present on the premises.
- To add a condition; The CCTV resolution will be to the standard as specified in the Home Office & West Yorkshire Police Guidelines and will enable the identification of persons and activities, and other fine details such as vehicle registration number plates.
- To add a condition; The CCTV system will contain the correct time and date stamp information at all times.
- To add a condition; The CCTV system will cover all of the licensed areas including corridors and stairways.
- To add a condition; The CCTV system will cover all external areas of the premises occupied by the public, i.e. beer gardens, smoking areas, car parks and any queuing areas.
- To add a condition; No amendments to the locations of the cameras will be made without prior consultation with West Yorkshire Police and the Licensing Authority.
- To add a condition; The PLH/DPS will ensure that an Incident Report Register is maintained on the premises to record incidents such as admission refusals, ejections from the premises and any anti-social behaviour.

- To add a condition; 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 registration numbers of any door staff involved or to whom the incident was reported. The names and numbers of any police officers attending. The police incident and/or crime number. Names and addresses of any witnesses along with confirmation of whether there is CCTV footage of the incident.
- To add a condition; The Incident Report Register will be produced for inspection immediately on the request from the West Yorkshire Police and/or the Entertainment Licensing Section.
- To add a condition; Drinks, open bottles and glasses will not be taken outside of the building. This is to include any smoking area and beer garden type area.
- To add a condition; All 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. The receptacle will be secured and not accessible to the customers.
- To add a condition; The PLH/DPS will prominently display notices at all entrances and exits informing customers that drinks may not be taken off the premises.
- To add a condition; Notices indicating the existence and effect of an Alcohol Designated Public Places order will be prominently displayed at all entrances and exits.
- To add a condition; The PLH/DPS will adopt a "cooling down" period where music volume is reduced at least 20 minutes before alcohol sales cease.
- To add a condition; The activities of persons using the external areas will be monitored and logged in a register after 20:00hrs and they will be reminded to have regard to the needs of local residents and to refrain from shouting and anti-social behaviour etc. The register will be made available immediately when requested by an authorised officer.
- To add a condition; The premises supervisor will monitor the activity of persons leaving the premises and remind them of their public responsible where necessary.
- To amend condition 15 to read; Participate in a recognised local Pub Watch Scheme where one exists and ensure that a member of staff attends at every meeting, whose aims include the promotion of the licensing objectives.

In signing this document:-

I/we agree with the measures to be added to the Premises Licence at the Review Hearing.

I/We confirm that the premises will then operate in accordance with the conditions agreed.

I,  on behalf of Lordgate Ltd

In my capacity as ~~Premises Licence Holder~~/Representative (delete as appropriate).