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Leeds District Licensing Department

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18th December 2014

**Richard Todd
Munro House
Duke Street
Leeds
LS9 8AG**

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

**RE: ROSE BOWL CAR PARK/PORTLAND CRESCENT/PORTLAND GATE/COOKRIDGE STREET
APPLICATION FOR A NEW PREMISES LICENCE – LICENSING ACT 2003:
POLICE – LETTER OF REPRESENTATION – ‘QUALIFIED’ OBJECTION:**

Thank you for submitting your application for a new premises licence at the above address which we received on 25th November 2014.

The premises are situated in an area of the Leeds City Centre, which is currently subject to a policy of Cumulative Impact, as identified in the current 2014-2018 Statement of Licensing Policy of Leeds City Council.

This particular area of the City, is classed as being an “amber area”.

In accordance with the licensing authority’s document quoted above, as an amber area, on receipt of relevant representations to promote the licensing objectives, it is the council’s policy to seek additional measures, to address the problems associated within that area.

West Yorkshire Police are of the opinion that your application contains insufficient information about how you intend to meet the licensing objectives.

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

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

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As I understand the application it is for a licence for one day of the year, every year from 2015, for a music event known as Slam Dunk. The capacity of this licence will be 3,750 which will be added to the capacity of the existing licences to be used, 11,000, creating an event with the capacity for 14,750 in the middle of the city centre. The main concern for West Yorkshire Police is associated crime and/or disorder which may occur as well as public safety and nuisance issues, undermining the licensing objectives.

However, West Yorkshire Police are also of the opinion that the said objectives could be met should you be prepared to incorporate certain identified measures within your operating schedule, in **addition** to what you may have offered in your application.

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 your application.

Should you be in agreement with the suggested measures then please 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 your consent at **Part 2**, it will be taken that you signify your wishes for the licensing authority to amend your operating schedule to incorporate the proposed measures.

Alternatively should you disagree with the proposed measures, then please 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 under the Licensing Act 2003 (in **addition** to those that you may have already offered), for the premises:-

ROSE BOWL CAR PARK/PORTLAND CRESCENT/PORTLAND GATE/COOKRIDGE STREET

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
- public nuisance

Measures / Additional measures proposed:

- The premises licence shall be surrendered if unacceptable levels of crime and/or disorder, as defined by West Yorkshire Police, are directly linked to the event in May 2015.
- A multi-agency planning team is to oversee and approve the arrangements for all aspects of the event to ensure it is delivered safely and with due regard to all four licensing objectives.
- The licence is granted subject to the completion and circulation of an Event Management Plan to the responsible authorities 90 days before the start of the event.
- The nature of the event/audience profile will not be changed without the consent of the Responsible Authority.

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- The public will not be admitted to the licensed site until such time that the Licence Holder/nominated person is satisfied that the site is safe and suitable for its intended use.
- Any authorised officer of the Responsible Authorities shall have free access to all parts of the licensed site whilst the licence is in force for the purposes of supervising the compliance of this Risk Assessment Pro-forma and Event.
- An Event Safety Co-ordinator will be appointed who shall be of sufficient competence, status and authority effectively to take responsibility for safety at the event and be able to authorise and supervise safety measures. The Event Safety Co-ordinator and deputy shall have no other additional duties.
- Event Safety Coordinator will ensure that periodic wind speed measurements are taken throughout the event. The results of these measurements are to be recorded and made available to the Licensing Authority.
- Comprehensive and detailed colour plans shall be supplied with the Event Management Plan to all Responsible Authorities. The plans shall be to a scale and grid referenced to the standards required by the Responsible Authorities.
The Plans should contain the following items (not exhaustive):
 - All boundary fencing (defining the arena, backstage areas, etc)
 - All vehicle access routes, including routes for emergency vehicles
 - The locations and reference number of all entrance and exit points/gates (including backstage and emergency access points);
 - All structures (type / use identified)
 - Fire Points
 - First Aid Points
 - Toilet Blocks
 - Water Points
 - Welfare provisions, lost & found etc.
 - CCTV locations
 - Security Control
 - Production office etc.
- Plans should identify highway routes to the site, car parks, entrances/exits to car parks, pick-up points, etc external to the site. It may therefore be necessary to supplement the site plans with colour coded/ grid referenced area maps for this purpose.
There will be no changes to the plans without the consent of the Responsible Authorities.
- Public Liability and Third Party Insurance adequate for the total capacity of the licensed site and the duration of the event shall be taken out and retained on the site.
- A supervisors' register will be maintained at the licensed site to identify the names and licence details of any other Personal Licence Holders at the licensed site who are to authorise the sale of alcohol. This register will be produced for inspection by any authorised officer of the Responsible Authorities, and shall be retained by the Licence Holder / nominated person for a period of 6 months after the event.
- The security and safety of the public whilst on the licensed site will be the responsibility of the Premises Licence Holder.
- The Event Management Plan will contain detailed information of the CCTV system to be used, including the location of cameras, monitoring and recording arrangements and the retention of recorded information.
- Any changes to the CCTV arrangements may only be made upon agreement with the

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Responsible Authorities.

- Sufficient number of security staff and stewards shall be provided in accordance with the current Event Safety Guide (Purple Book), or to any other standards / numbers as agreed with the Responsible Authorities.
- The event Management Plan will contain a Security and Stewarding Plan, including details of the security command structure, the numbers of security and stewarding personnel, their locations, duties and responsibilities, methods of communication, means of identification (including personal identification), briefing arrangements and contingency plans.
- The Security & Stewarding Plan will not be changed without the agreement of the Responsible Authorities.

Security & Steward Personnel Register:

- A register will be maintained to record all security and steward personnel working on the licensed site. Details recorded in the register will include: the full name of each individual employed, accompanied by their date of birth, home address, employer, their unique personal identification number allocated for the purpose of the event, and registration number held with the SIA (if applicable). The register must also contain records of the date and times during which the individuals commenced and finished duty which a signed acknowledgement by each individual.
- The register will be maintained at the licensed site and be produced for inspection by any authorised officer of the Responsible Authorities.
- The Licence holder will retain the register for a period of 6 months following the event.
- A search Policy for patrons entering the licensed site will be provided to the satisfaction of the Responsible Authorities.
- A Search Policy will be contained within the Event Management Plan.
- Notices will be displayed at the entrances of the site which state:
 - A search will be conducted as a condition of entry to the site;
 - Incidents of crime and disorder will be reported to the police;
 - Entry to the site will be refused to any person who appears to be drunk, acting in a threatening manner or is violent;
- Entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances.
- Members of the public who commit acts of anti-social behaviour will be removed from the site and prevented from returning.
- Any such instances will be recorded in the Incident Report Register.
- Any seizure of drugs or offensive weapons shall be recorded in the Incident Report Register and reported to the West Yorkshire Police.
- A suitable receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police.
- Written records of all accidents and safety incidents involving members of the public will be kept in the form of an Incident Report Register.
- The register will be maintained on the licensed site and produced for inspection by an authorised officer of the Responsible Authorities.
- The Licence holder will retain the register for a period of 6 months following the event.
- Glass containers and cans will not be taken into the licensed area/s occupied by the public.

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- No glass, glass bottles or cans shall be sold or supplied in the licensed area.
- Notices will be prominently displayed at entrance/s to the site which inform customers that glass containers and cans may not be taken into the site.
- Sealed skips will be used for the deposit of glass containers.
- The Licence Holder shall ensure that the capacity of the site is controlled and does not exceed the figure as agreed with the Responsible Authorities.
- The Event Management Plan will include policies and procedures on:
 - Entry to the site (including monitoring of any capacity limit)
 - Crowd control and management once the public are in the site (ie front stage pressure)
 - Capacity control within any structure/marquee
 - Egress from the Site – a policy to ensure the gradual dispersal of customers from the site
 - Emergency Evacuation of the site
- All relevant staff shall be trained on these measures, and all other matters relating to the safety of the public.
- All access and egress routes, sanitary accommodation, drinking water, first aid points, campsites, car parks and security control units shall be adequately and conspicuously signposted at all times. All access and egress gates are to be provided with relevant gate numbers identifiable from both inside and outside the arena and correspond with the site plan.
Emergency exit gates shall be appropriately identified.
- Emergency vehicle access routes to the arena and all parts of the Licensed Site shall be provided to the satisfaction of the Responsible Authorities.
- Emergency vehicle access routes shall be clearly signposted and shall be kept clear of obstructions at all times.
- The licensee has a fire risk assessment under the Regulatory Reform (Fire Safety) Order 2005. This will be made available at the request of an authorised officer.
- A full safety check of the licensed site, including the availability of exit gates and routes for pedestrians and emergency vehicles, will be carried out prior to the admission of the public.
- Periodic safety checks will be carried out whilst the public are on the site.
- Records of all such checks will be maintained on the licensed site and produced for inspection by an authorised officer of the Responsible Authorities.
- The Licence holder will ensure that such records are maintained for a period of 6 months after the event.
- All staging, ramps, stairs front of house barriers and other structures erected on the Licensed Site in connection with the event will comply with the provisions of the HSE Event Safety Guide, and the relevant safety regulations appertaining to the structure.
- The event Management Plan will contain a schedule of the temporary structures to be installed on site including details of the dimensions / loadings, history of use and details of the suppliers / installation arrangements.
- The locations of all temporary structures will be identified on the site plan.
- All temporary structures shall be suitable and fit for their intended purpose and installed in accordance with the manufacturer's instructions.
- No additional temporary structures will be allowed on the site other than those for which the details have previously been submitted to and approved by the Responsible Authorities.

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- Completion certificates for all temporary structures will be obtained prior to the admission of the public to the licensed site.
Certificates will be maintained on the site for inspection by any authorised officer and retained for a period of 6 months after the event.
- Regular safety inspections of temporary structures shall be undertaken. A written record of these inspections will be kept.
The records will be maintained on site for inspection by an authorised officer and retained for a period of 6 months after.
- A supervision policy will be maintained to prevent people from inappropriate behaviour, including climbing which may lead to a fall from height.
- All floor surfaces will be suitably slip resistant, kept in good condition and free of obstructions to prevent slips, trips and falls
- 28 days prior to the event Environmental Health Services shall be provided with a full list of food concession units detailing their names, addresses, type of operation and proposed locations within the licensed site. The licensee or sole franchise holder shall ensure that no other food concessionaires other than those already notified are admitted to the licensed site.
- At the request of an Environmental Health Officer, any food operation not complying with the food hygiene and Health and Safety at Work legislation shall be closed down.
- The provision of and location of all refreshment / concessionaire facilities shall be positioned well away from the stage and not obstruct access to any exit from the Licensed Site.
- All concession units shall remain stationary whilst the public are on the site and shall remain stationary for a minimum of 30 minutes once the public have left the site.
- Medical provisions calculated on the attendance figures for the event will be supplied in accordance with the current version of the HSE Event Safety Guide (Purple Book, or to any other standards / numbers as agreed with the Responsible Authorities.
- The Event Management Plan will contain a Medical Plan, which will include details of the medical provider, a breakdown of the numbers, qualifications and experience of medical personnel.
- The Medical Plan will also have particular reference to the quantity and quality of the first aid points, including the size, location, signage, electricity, lighting, flooring, water supply and access by emergency vehicles.
- First aid points will be identified on the site plan.
- If paramedics are to be deployed their registration numbers must be provided to the appropriate Ambulance Authority at least 28 days prior to the start of the event.
- Public access to any part of the licensed site will be subject to confirmation that the Medical Provider and adequate first aid cover is in place.
- The Medical Co-ordinator shall be provided with details of the intended programme of acts and activities and shall ensure that any alterations to the programme are notified immediately.
- A written procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. All relevant staff will be appropriately trained in such procedures.
- The Event Management Plan will contain a written health and safety policy covering all aspects of the safe use of strobes lasers, smoke machines or any other special effects.
- Details of all Lasers to be used during the event must be provided to the Leeds City Council Health and Safety team no later than 28 days prior to the event.

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- The Licensing Authority shall be provided with 28 days' notice of details of any tattooists or body piercers which are to trade on the Licenced site.
- The event Management Plan shall contain a procedure for the safe evacuation of disabled persons. Staff will be trained in the procedure and a record kept of such training.
- Sufficient drinking water points will be placed around the licensed site for the adequate supply of free, potable and wholesome drinking water for visitors throughout the event. Provisions will be made for an alternative supply of drinking water in case of failure of planned sources of drinking water.
- All sanitation and drinking water supplies shall be in position and serviced prior to the admission of the public to the site.
- A traffic management plan will be provided to the satisfaction of all relevant agencies. This will include details of:
 - Traffic Routes
 - Traffic Regulation orders
 - Traffic Signage
 - Car Parks
 - Management of vehicle gates
 - Traffic Spotters
 - Tow Away Facilities
 - Advanced information in the media
 - Use of Public Transport / Coaches
 - Pedestrian Access Facilities
- The plans of the licensed site shall identify routes for emergency vehicles around the licensed site and location of car parks. This plan should be supplemented with area maps identifying traffic routes to the site, access & egress points to car parks and the identified access/egress routes for emergency vehicles (unless this information may be contained on the same site plan).
- All vehicular access points into the Licensed Site shall be provided to a standard appropriate for the nature and volume of traffic shall be laid out and constructed to the satisfaction of the Responsible Authorities.
- No licensable activities shall take place in the licensed area of Portland Gate and Portland Crescent.
- There will be a communication link via radio to other venues in the city centre. This will be the system recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police
- Such communication link will be kept in working order at all times when licensable activities are taking place
- The communication link will be available to the Designated Premises Supervisor or other nominated supervisor and be monitored by that person at all times that licensed activities are being carried out.
- Alcoholic drinks will not be taken from the premises at any time
- Alcoholic drinks will not be allowed in the licensed area known as Portland Gate and Portland Crescent.
- Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be prominently displayed at the exits to the premises.

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

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By signing the declaration enclosed overleaf at **Part 2**, the applicant agrees to incorporate the proposed measures 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.

PC 5548 Cath Arkle
Leeds District Licensing Officer
West Yorkshire Police

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PART 2 – to be completed by the applicant or applicant’s representative:

Consent for all proposed control measures under the Licensing Act 2003.

Name & Address of Premises:

ROSE BOWL CAR PARK/PORTLAND CRESCENT/PORTLAND GATE/COOKRIDGE STREET

I / We

confirm that I am / we are the applicant / the applicant’s representative (delete as appropriate) for the premises as stated above.

In signing this document-:

- I / we agree with the measures proposed by West Yorkshire Police,
- I / we provide our consent for the Licensing Authority to incorporate the said measures into the operating schedule for the stated premises, and furthermore,
- I / we confirm the premises will then operate in accordance with those measures agreed to.

Signed:

Dated:

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PART 3 – to be completed by the applicant or applicant’s representative:

Proposed control measures under the Licensing Act 2003

Name & Address of Premises:

ROSE BOWL CAR PARK/PORTLAND CRESCENT/PORTLAND GATE/COOKRIDGE STREET

I / We

confirm that I am / we are the applicant / the applicant’s representative (delete as appropriate) for the premises as stated above.

I / We formally advise that we are not prepared to accept the proposed measures as suggested by the West Yorkshire Police.

In this instance we understand that West Yorkshire Police will maintain their representation to my /our application, which will now proceed to a hearing before the Licensing Sub-Committee, at which I / we will be required to attend.

Signed:

Dated:

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