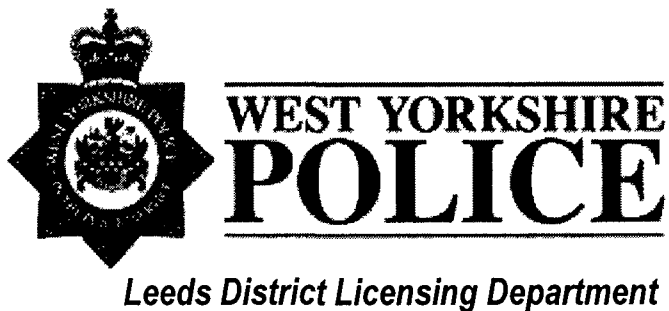
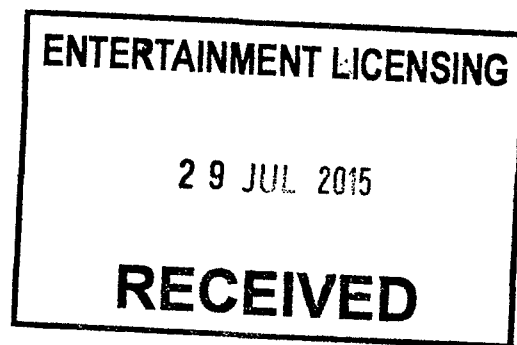


NOT PROTECTIVELY MARKED



Leeds District Licensing Department
First Floor
Elland Road DHQ
Elland Road
Leeds
LS11 8BU

Tel: 0113 3859414
Email: [REDACTED]



29th July 2015

[REDACTED]
TLT Solicitors
One Redcliff Street
Bristol
BS1 6TP

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

RE: **THE GRIFFIN, 31, BOAR LANE, LEEDS, LS1 5DF**
VARIATION OF PREMISES LICENCE – LICENSING ACT 2003:
POLICE – LETTER OF REPRESENTATION – ‘QUALIFIED’ OBJECTION:

Thank you for submitting your application for a variation of your premises licence at the above address which we received on 9th July 2015.

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

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.

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

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:-

**THE GRIFFIN
31, BOAR LANE
LEEDS
LS1 5DF**

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

Measures / Additional measures proposed: The Removal of measures 9 to 17

To replace current condition 13

- A suitable Closed-Circuit Television (CCTV) system 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.
- The CCTV system will cover all areas of the premises occupied by the public under the terms of the licence, including corridors and stairways (excluding WCs and changing rooms).
- The CCTV system will cover the main entrance/s and exit/s and designated emergency egress routes from the premises.
- The CCTV system will cover all external areas of the premises occupied by the public, i.e. queuing areas, beer gardens, smoking areas and car parks.
- The CCTV system will be of a satisfactory resolution quality which will enable the identification of persons and activities, and other fine details such as vehicle registration number plates.
- The CCTV system will contain the correct time and date stamp information.
- The CCTV system will have sufficient storage retention capacity for a minimum of 31 days' continuous footage which will be of good quality.
- A designated member / members of staff at the premises will be authorised to access the CCTV footage and be conversant with operating the CCTV system. At the request of an authorised officer of the Licensing Authority or a Responsible Authority (under the Licensing Act 2003) any CCTV footage, as requested, will be downloaded immediately or secured to prevent any

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

overwriting. The CCTV footage material will be supplied, on request, to an authorised officer of the Licensing Authority or a Responsible Authority.

- The CCTV system will be adequately maintained and be capable of transporting recorded material onto a removable media.

-
- A Supervisor's Register will be maintained at the licensed premises, showing the names, addresses and up-to-date contact details for the DPS and all personal licence holders.
 - The Supervisors Register will state the name of the person who is in overall charge of the premises at each time that licensed activities are carried out, and this information will be retained for a period of twelve months and produced for inspection on request to an authorised officer.
 - The minimum number of door supervisors for the premises is 1 from 23:00hrs until closing time on Fridays, Saturdays and Sundays of Bank Holiday weekends.
 - The Premises Licence Holder (PLH)/Designated Premises Supervisor (DPS) will ensure that a 'Daily Record Register' is maintained on the premises by the door staff.
 - The Daily Record Register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty and finished duty (verified by the individual's signature).
 - The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry.
 - Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.

To replace current condition 17

- The PLH/DPS 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 registration numbers of any door staff involved or to whom the incident was reported, the names and personal licence numbers (if any) of any other 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 and confirmation of whether there is CCTV footage of the incident.
- The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.
- The Incident Report Register will be retained on the premises for a period of twelve months from the date of the last entry.

To replace current condition 15

- A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.
- A suitable purpose-made 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 or British Transport Police.

To replace current condition 12

- 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

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

taking place

- The communication link will be available to the Designated Premises Supervisor or other nominated supervisor (such as door staff), and be monitored by that person at all times that licensed activities are being carried out.

-
- Open bottles and glasses will not be taken from the premises at any time unless to a designated area such as that covered by a street café authorisation.
 - 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. Receptacles will be secured and not accessible to the customers.

To replace current condition 10

- The PLH/DPS will belong to a recognised trade body or Pub Watch Scheme where one exists, whose aims include the promotion of the licensing objectives.

To replace current condition 11

- The PLH/DPS will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises. The PLH/DPS will ensure that staff receive training on the policy.

To replace current condition 9

- The PLH/DPS staff will ask for proof of age from any person appearing to be under the age of 21 who attempts to purchase alcohol at the premises.

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 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 [REDACTED]
Leeds District Licensing Officer
West Yorkshire Police

NOT PROTECTIVELY MARKED