

from 104107/001 EW  
Appendix C

**From:** [REDACTED]  
**Sent:** 03 January 2018 12:12  
**To:** [REDACTED]  
**Subject:** FW: RICHMOND HILL SHOPPING MART 9A ACCOMMODATION ROAD - NEW PL -  
POLICE REPRESENTATION [NOT PROTECTIVELY MARKED]  
**Attachments:** Suggested Measures.pdf

Classification: NOT PROTECTIVELY MARKED

[REDACTED]

Pleased see the attached Part 2 for the subject premises / application.

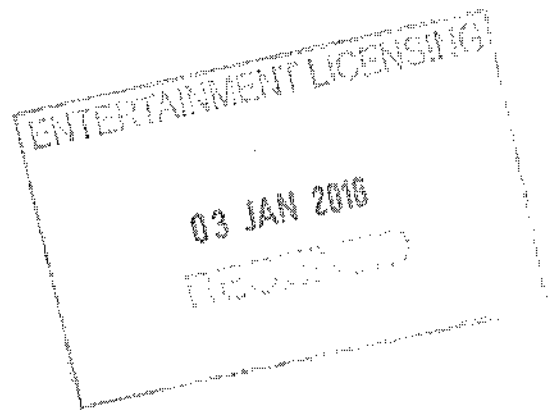
On the assumption that the agreed measures will appear as conditions of the premises licence, please now withdraw the police representations with regards to this matter.

Thank you in advance.

Best regards.

Mr Bob Patterson  
Leeds District Licensing Officer  
Leeds District Licensing Department  
Elland Road, Leeds, LS11 8BU

[REDACTED] dial 999 in an emergency.



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Visit our website - [www.westyorkshire.police.uk](http://www.westyorkshire.police.uk) 'Like' us on Facebook - [westyorkshirepolice](https://www.facebook.com/westyorkshirepolice) | 'Follow' us on Twitter - @WestYorksPolice | 'Watch' us on YouTube [www.youtube.com/999tv](http://www.youtube.com/999tv)

-----Original Message-----

[REDACTED]

Sent: 23 December 2017 02:10

[REDACTED]

On Fri, 12/22/17, Patterson, Bob <[bob.patterson@westyorkshire.pnn.police.uk](mailto:bob.patterson@westyorkshire.pnn.police.uk)> wrote:

Subject: RICHMOND HILL SHOPPING MART 9A ACCOMMODATION ROAD - NEW PL - POLICE REPRESENTATION [NOT PROTECTIVELY MARKED]

To: "Entertainment Licensing" <[Entertainment.Licen@leeds.gcsx.gov.uk](mailto:Entertainment.Licen@leeds.gcsx.gov.uk)>, "White, Emma" <[Emma.White@leeds.gcsx.gov.uk](mailto:Emma.White@leeds.gcsx.gov.uk)>

Cc: "request\_me2003@yahoo.com" <[request\\_me2003@yahoo.com](mailto:request_me2003@yahoo.com)>, "Arkle, Catherine" <[catherine.arkle@westyorkshire.pnn.police.uk](mailto:catherine.arkle@westyorkshire.pnn.police.uk)>

Date: Friday, December 22, 2017, 12:37 PM

Please find the attached document.

Regards

Teraza Yosef  
Richmond Hill Shopping Mart  
9A Upper Accommodation Road  
LS9 8RZ

Classification: NOT PROTECTIVELY MARKED

Emma,  
Please see attached a  
'qualified representation' regards the subject premises / application.  
It is hoped agreement can  
be reached.


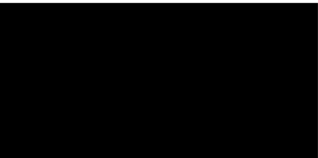
The applicant is also  
copied into this email.

Could you please take  
note, after today (22nd December) until 2nd January, any correspondence will have to be with PC Cath Arkle.

Thank you in advance.

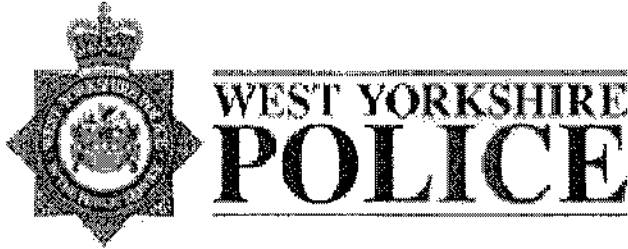
Regards.

Mr Bob Patterson  
Leeds District Licensing  
Officer

To report a crime, please ring 101.  
Always dial 999 in an emergency.

For the latest news and  
updates:



Leeds District Licensing Department  
Leeds District HQ  
Elland Road  
Leeds  
LS11 8BU

T:  
E:  
W:

22<sup>nd</sup> December 2017

Tereza Yusef  
Richmond Hill Shopping Mart  
9A Upper Accommodation Road  
Leeds  
LS9 8RZ

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

RE: RICHMOND HILL SHOPPING MART 9A UPPER ACCOMMODATION ROAD LS9 8RZ.  
NEW PREMISES LICENCE - LICENSING ACT 2003:  
POLICE - LETTER OF REPRESENTATION - 'QUALIFIED' OBJECTION:

Thank you for submitting your application for a premises licence at the above address, which we received on 21<sup>st</sup> November 2017.

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. the prevention of public nuisance, and
3. the protection of children from harm.

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 or as an alternative, 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, but no later than 22<sup>nd</sup> December 2017.

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, but no later than 22<sup>nd</sup> December 2017.

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NOT PROTECTIVELY MARKED

## NOT PROTECTIVELY MARKED

### PART 1 - to be completed by the Responsible Authority:

West Yorkshire Police propose the following control measures under the Licensing Act 2003 (in addition or as alternative wording to those that you may have already offered), for the premises-:

RICHMOND HILL SHOPPING MART  
9A UPPER ACCOMMODATION  
ROAD  
LS9 8RZ

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
- the prevention of public nuisance
- the protection of children from harm

#### Measures / Additional measures proposed:

- 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 entrances and exits and all areas where all alcohol is displayed for sale,
- 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 overwriting. The CCTV footage material will be supplied, on request, to an authorised officer of the Licensing Authority or a Responsible Authority,
- Alcohol will not be displayed next to the public entrance / exit of the premises at any time, and will be displayed so that it is capable of being supervised by staff at all times,
- A Supervisor's Register will be maintained at the licensed premises, showing the name, address and up-to-date contact details for the DPS and, any other person left in charge of the premises by the DPS,
- 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 Premises Licence Holder / Designated Premises Supervisor will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti-social behaviour, and refusal of alcohol sales to minors,
- The Incident Report Register will contain consecutively numbered pages, the date and time of the incident, details of the nature of the incident, the names and personal licence numbers (if any) of any 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 Premises Licence Holder / Designated Premises Supervisor / all members of 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.

## NOT PROTECTIVELY MARKED

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.

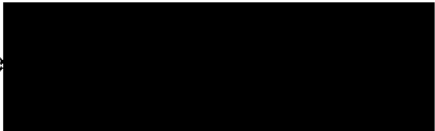
Upon the satisfactory completion of the declaration, West Yorkshire Police will provide notice to the Licensing Authority that our representation is withdrawn in accordance with schedule 10(a) of the Licensing Act 2003 (Hearings) Regulations 2005.

  
Date: 22<sup>nd</sup> December 2017

### 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:  
RICHMOND HILL SHOPPING MART  
9A UPPER ACCOMMODATION  
ROAD  
LS9 8RZ

I / We  .....

confirm that I am / we are the applicant / the applicants 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: 23-12-2017

### PART 3 - to be completed by the applicant or applicant's representative:

Proposed control measures under the Licensing Act 2003

Name & Address of Premises:  
RICHMOND HILL SHOPPING MART  
9A UPPER ACCOMMODATION

NOT PROTECTIVELY MARKED

ROAD  
LS9 8RZ

I / We .....

confirm that I am / we are the applicant / the applicants 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: