

# Appendix C

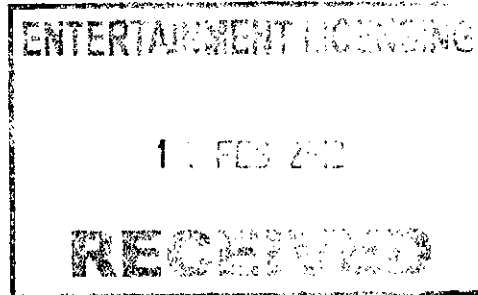
**White, Emma**

---

**From:** Entertainment Licensing  
**Sent:** 14 February 2012 15:29  
**To:** White, Emma; Holder, Stephen  
**Subject:** FW: East African Centre [NOT PROTECTIVELY MARKED]  
**Attachments:** EASTAFRICAN09022012.doc

Printed off

Janice Archibald  
Licensing Officer  
Entertainment Licensing  
Leeds City Council  
Tel: 0113 2474095  
Fax: 0113 2243885  
email: [janice.archibald@leeds.gov.uk](mailto:janice.archibald@leeds.gov.uk)  
[www.leeds.gov.uk](http://www.leeds.gov.uk)



If you would like to offer feedback to Entertainment Licensing on the service you have received please visit our [customer feedback form](#).

**From:** Arkle, Catherine [<mailto:catherine.arkle@westyorkshire.pnn.police.uk>]  
**Sent:** 14 February 2012 15:03  
**To:** Entertainment Licensing  
**Cc:** Patterson, Bob; 'digwa@btinternet.com'  
**Subject:** East African Centre [NOT PROTECTIVELY MARKED]

Entertainment Licensing

Please accept the below attachment as a 'qualified' objection from West Yorkshire Police re the above mentioned application for a premises licence.

Mr. Digwa - would it be possible for Inspector Clarke and me to meet with your clients to discuss their application and our concerns and suggested measures? If so would Thursday 23rd February at 11:00am at Millgarth Police Station be acceptable?

Many thanks

PC 5548 Catherine Arkle  
Divisional Licensing Officer  
City & Holbeck  
x53072  
0113 2413072

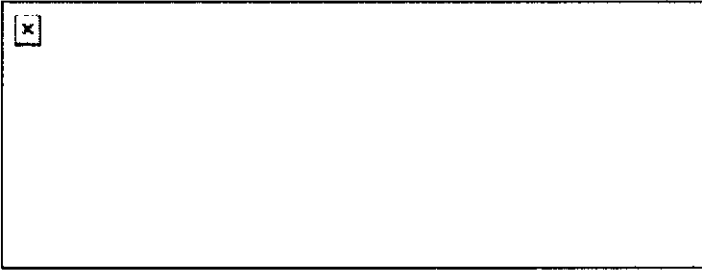
---

REPORT MINOR CRIME ONLINE: Report a West Yorkshire crime online, request a call

This email carries a disclaimer, a copy of which may be read at  
<http://www.westyorkshire.police.uk/emailDisclaimer.asp>

20/02/2012

**NOT PROTECTIVELY MARKED**



**Leeds District Licensing Department**

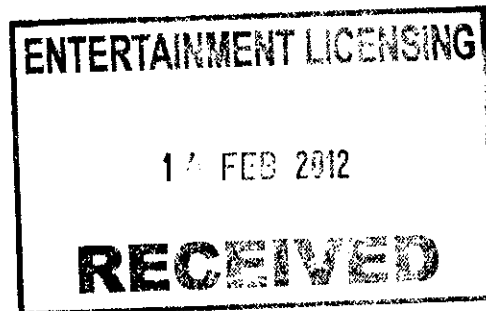
**Licensing Department**  
Millgarth Police Station  
Millgarth Street  
Leeds  
LS2 7HX

Tel: 0113-2413072  
Fax: 0113-2413123  
Email:  
catherine.arkle@westyorkshire.pnn.police.uk  
Website:

Your ref:  
Our ref:

14<sup>th</sup> February 2012

**Digwa Cousins Solicitors**  
277, Roundhay Road  
Harehills  
Leeds  
LS8 4HS



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

**RE: EAST AFRICAN CENTRE, 11A, CHERRY ROW, LEEDS, LS9 7LY**  
**NEW PREMISES LICENCE – LICENSING ACT 2003:**  
**POLICE – LETTER OF REPRESENTATION – ‘QUALIFIED’ OBJECTION:**

Thank you for submitting your application for the above premises, received at the address above on 23<sup>rd</sup> January 2012.

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

We are also of the opinion that the extended hours of operating into the early hours of the morning are likely to undermine public safety, public nuisance and the prevention of crime and disorder. We would therefore suggest that the application to operate until 03:00hrs on a Saturday morning and 04:00hrs on a Sunday morning is inappropriate and that the applicant should curtail these requested hours, including Bank Holiday operating, to:

Licensable activities – 01:00hrs  
Terminal hour for operating – 01:30hrs

**NOT PROTECTIVELY MARKED**

## NOT PROTECTIVELY MARKED

We also have concerns that the applicant is not in full control of the premises which are to be licensed. By this we mean that the first floor of the premises is thought to be operated as a café/restaurant by members of the Kurdish community. Therefore, should a licence be granted for both the ground and first floor, the named DPS and PLHs will not be in control of half of the premises – we do not think this is acceptable. If this is not the case, that half the premises are out of the applicants' direct control, please let us know as soon as possible please. The plans submitted with the application refer to the ground floor and first floor of the premises whilst the general description of the premises on page 4 of the application refers to the 'ground floor and basement'. I hope you can understand why there is some confusion here.

Despite the above mentioned concerns, which need to be addressed, West Yorkshire Police are of the opinion that the licensing objectives could be met should you be prepared to amend the application as requested and incorporate certain identified measures within your operating schedule as conditions, 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 as conditions.

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 / conditions under the Licensing Act 2003 (in **addition** to those that you may have already offered), for the premises:-

**EAST AFRICAN CENTRE  
11A, CHERRY ROW  
LEEDS  
LS9 7LY**

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 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.**

NOT PROTECTIVELY MARKED

## NOT PROTECTIVELY MARKED

- **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.**
- **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(when used).**
- **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.**
- **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 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.**
- **Drinks, open bottles and glasses will not be taken from the premises at any time. 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.**
- **The PLH/DPS will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.**
- **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.**
- **A minimum number of covers will be maintained throughout the premises which will continue to operate as food led premises.**
- **The sale/supply of alcohol shall only be made to accompany the sale of food.**

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.

NOT PROTECTIVELY MARKED

**NOT PROTECTIVELY MARKED**

*PC Cath Arkle  
Divisional Licensing Officer*

**NOT PROTECTIVELY MARKED**

**NOT PROTECTIVELY MARKED**

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

Proposed control measures / conditions under the Licensing Act 2003

Name & Address of Premises:

**EAST AFRICAN CENTRE  
11A, CHERRY ROW  
LEEDS  
LS9 7LY**

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:**

**NOT PROTECTIVELY MARKED**

**NOT PROTECTIVELY MARKED**

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

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

Name & Address of Premises:

**EAST AFRICAN CENTRE  
11A, CHERRY ROW  
LEEDS  
LS9 7LY**

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 as conditions, and furthermore,
- I / we confirm the premises will then operate in accordance with those conditions agreed to.

**Signed:**

**Dated:**

**NOT PROTECTIVELY MARKED**