

From:Patterson, Bob
Sent:21 Sep 2023 16:35:26 +0100
To:Jane Gilliead
Cc:Fiddes, Lucy;Entertainment Licensing; [REDACTED] (External)
Subject:RE: WYP REPRESENTATION - RE PREM/05113/001 - SWILLINGTON MINERS WELFARE PAVILION & SPORTS GROUND

Hi Jane,

Thanks for the reply and agreement on the conditions below and at the foot of this email chain.

As discussed on the phone with you this week, with regards the latter 'site plan / red line' condition at sub-paragraph ii, I would suggest mere description somewhere in the 'Event Management Plan', as to the number of areas to be authorised for the sale / supply of alcohol – other than the "Pavilion" and the "Tea Hut" – and to give general details of each, their location and the types of alcohol to be supplied, will suffice for West Yorkshire Police at this stage, rather than having a number of additional site plans submitted, each time an event takes place and therefore another 'Event Management Plan' is required.

That said and to re-iterate, this is sufficient for West Yorkshire Police at this time.

Lucy / LCC ELS:

Please refer to the chain of emails below, and particularly the agreement directly below from the applicant's agent in this case.

Now on the basis all the agreed conditions – either as alternatives to those offered or additional, will form a part of the operating schedule of this premises licence if in the end it is issued, then West Yorkshire Police now withdraw the representations made with regards to this application.

For the avoidance of doubt, the agreed alternative and additional conditions, are to be worded as follows-

- *A suitable closed-circuit television (CCTV) system shall be in operation whilst members of the public are in attendance.*
- *The CCTV system shall record images to cover all areas of the licensed site to which the public have access (save for toilets/showers/changing areas).*
- *The CCTV system shall record images to cover external areas used by customers.*
- *At least one member of staff shall be on duty at the premises who can operate the system and download recorded images.*
- *These images will be downloaded and provided immediately, or where this is not possible as soon as practicable, on request to an officer of a Responsible Authority.*

- *The CCTV system shall be capable of retaining images for a minimum of 31 days, will be of good quality and will contain the correct time and date stamp information.*
- *The CCTV system and images will be kept in a secure environment to which members of the public will not be permitted access.*
- *A register shall be maintained on the premises to record all incidents and accidents (which may be electronically recorded).*
- *Records should include matters such as anti-social behaviour, admission refusals, ejections, seizure of prohibited items, casualties/unwell customers, welfare and safeguarding matters, accidents, and safety incidents.*
- *The records shall include the date, time, and location of the incident; nature of the incident; personal details and contact information for all people involved including any witnesses, SIA details (where appropriate) and Personal Licence numbers, any crime number and details of police officers attending.*
- *A note of the action taken, and where relevant a note of the actions to prevent any reoccurrence should also be included.*
- *The records shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the licence holder for a period of 12 months after the last entry.*
- *A 'Check 25' scheme shall be used to prevent the sale of alcohol to people under 18 years of age.*
- *All staff deployed in the serving of alcohol and for managing admission to age restricted premises shall be trained on the correct procedures for age verification, the prevention of proxy sales, the prevention of sales to those who appear intoxicated and for dealing with false and any surrendered identification documents.*
- *There shall be a register for the recording of all alcohol sale refusals, including attempted under-age sales, proxy sales and refusals to those who appear intoxicated.*
- *The premises licence holder shall provide accredited security staff on the occasions and to the numbers as identified through a risk assessment.*
- *An 'Event Safety Management Plan' will be provided by the premises licence holder / designated premises supervisor, for all outside / external events, which will be limited to a maximum of 12 events per calendar year,*
 - a. *on each occasion, to the licensing authority and West Yorkshire Police at least 28 days in advance of each event, and*
 - b. *on each occasion, the supply of all drinks will be in plastic glasses only at all times.*
- *Plans submitted to form an integral part of the premises licence shall include-*
 - a. *The plans for the Pavilion,*
 - b. *The plan for the Bowling Tea Hut,*
 - c. *The Fire plan, and*
 - d. *The Site plan.*

- *With regards to the latter Site plan specifically, and on every occasion this area as the licensed premises is being used, then the following shall also apply -*
 - i. *Other than the licensed areas for the “Pavilion” and the “Tea Hut” surrounded by separate red lines as shown on the site plan,*
 - ii. *The location of any other area/s to be used for the sale / supply of alcohol, and confined within the boundary of the licensed area shown on the site plan by the separate outer red line, shall be described in the ‘Event Safety Management Plan’ on each occasion one is submitted as required above,*
 - iii. *In order that, providing the ‘sale / supply’ of alcohol takes place only from either (i) and (ii) above, then only the consumption of alcohol will take place within the separate outer red line shown on the site plan, in accordance with each ‘Event Safety Management Plan’ submitted.*

Thank you in advance.

Best regards.

Mr Bob Patterson

Leeds District Licensing Officer

Leeds District Licensing Department

Leeds District HQ

Elland Road

LS11 8BU

Internal: None presently

External: None presently

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From: Jane Gilliead [REDACTED]

Sent: Thursday, September 21, 2023 3:38 PM

To: Patterson, Bob [REDACTED]

Subject: Re: WYP REPRESENTATION - RE PREM/05113/001 - SWILLINGTON MINERS WELFARE PAVILION & SPORTS GROUND

Hi Bob

yes this is agreed I will speak to Mark tonight about the red line we discussed so it can be sorted and put to bed

regards

Jane Gilliead

Emag Licensing Services Limited

Co Number 13206162

[REDACTED]

[REDACTED]

On Wed, Sep 13, 2023 at 6:19 PM Patterson, Bob <[REDACTED]> wrote:

Good afternoon Lucy / LCC ELS:

Please accept this email as a representation to the subject bar application for a premises licence, served on behalf of West Yorkshire Police.

Negotiations have already commenced between the applicant's agent and West Yorkshire Police on this matter, but nothing has been formally agreed as of yet, and this is the last day to make representations as I understand things.

The decision not to be hasty to reach agreement at this time, is also influenced by the fact, I notice from the public access website, this application has already been set aside for a hearing on the 10th October 2023.

That said, the local neighbourhood police for the area these premises are situated, have been contacted by this department, with no adverse reports coming back from the NPT, relevant to this application or with regards to the existing club premises licence.

Therefore, **this representation is intended to agree conditions only**, which is why the club & the club's agent are copied in here, with a view to continuing our negotiations from now on, and with the aim to agree on those conditions as soon as possible.

That being hopefully achieved, which I am confident it can be, then the police representations will be withdrawn straight away.

I am aware of the club switching from a CPC to a PL in 2016 – PREM/03722 - because I dealt with that 'conversion' application myself on behalf of West Yorkshire Police.

I am also aware that the club applied in 2002, for a variation of PREM/03722, which was more or less the same as this new application we are dealing with now, but another police officer dealt with that 2002 application.

Now, with regards to this application for a separate premises licence and also considering the number of accompanying documents also served, I have looked at them all in some detail, and it is only due to a few of those documents served in total, I have found some issues resulting in the contents of this representation, served on behalf of West Yorkshire Police with regards to promoting the licensing objectives.

The site plan submitted on this occasion, has caused the most confusion, on the basis that it's key describes two completely different events, with two completely different connotations in licensing

terms – i.e. 1) the sale / supply of alcohol (being licensable) & 2) alcohol consumption only – but then both contained within the same red coloured lines – (which happens to be different to the site plan provided for the variation last year).

The police representations amount to the request for an agreement on conditions, to form a part of the operating schedule of this licence if it is issued, with the conditions being either-

1. as alternative wording to the steps / measures already offered by the applicant generally, but particularly at section 18 of 21 of the application form submitted, or
2. as additional conditions to the steps / measures which have already been offered with this application.

Any other steps / measures offered with the application, are not included here on the basis that West Yorkshire Police assume, they will form a part of the operating schedule of this premises licence anyway, providing it is issued of course.

With regards the request to agree on conditions in the first category, the wording is taken from an official document of Leeds City Council, used currently in conjunction with all the responsible authorities within Leeds including West Yorkshire Police, which aims to provide consistent wording surrounding conditions which are relevant on a case by case basis.

The quoted document is attached for the benefit of the applicant's agent, although it covers all the four licensing objectives and the conditions below are only from the 'general & 'crime & disorder' sections only.

This first category also includes alternative wording to steps / measures already offered, but with some details added.

Alternative conditions are to be worded as follows-

- *A suitable closed-circuit television (CCTV) system shall be in operation whilst members of the public are in attendance.*
- *The CCTV system shall record images to cover all areas of the licensed site to which the public have access (save for toilets/showers/changing areas).*
- *The CCTV system shall record images to cover external areas used by customers.*
- *At least one member of staff shall be on duty at the premises who can operate the system and download recorded images.*
- *These images will be downloaded and provided immediately, or where this is not possible as soon as practicable, on request to an officer of a Responsible Authority.*

- *The CCTV system shall be capable of retaining images for a minimum of 31 days, will be of good quality and will contain the correct time and date stamp information.*
- *The CCTV system and images will be kept in a secure environment to which members of the public will not be permitted access.*
- *A register shall be maintained on the premises to record all incidents and accidents (which may be electronically recorded).*
- *Records should include matters such as anti-social behaviour, admission refusals, ejections, seizure of prohibited items, casualties/unwell customers, welfare and safeguarding matters, accidents, and safety incidents.*
- *The records shall include the date, time, and location of the incident; nature of the incident; personal details and contact information for all people involved including any witnesses, SIA details (where appropriate) and Personal Licence numbers, any crime number and details of police officers attending.*
- *A note of the action taken, and where relevant a note of the actions to prevent any reoccurrence should also be included.*
- *The records shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the licence holder for a period of 12 months after the last entry.*
- *A 'Check 25' scheme shall be used to prevent the sale of alcohol to people under 18 years of age.*
- *All staff deployed in the serving of alcohol and for managing admission to age restricted premises shall be trained on the correct procedures for age verification, the prevention of proxy sales, the prevention of sales to those who appear intoxicated and for dealing with false and any surrendered identification documents.*
- *There shall be a register for the recording of all alcohol sale refusals, including attempted under-age sales, proxy sales and refusals to those who appear intoxicated.*
- *The premises licence holder shall provide accredited security staff on the occasions and to the numbers as identified through a risk assessment.*
- *An 'Event Safety Management Plan' will be provided by the premises licence holder / designated premises supervisor, for all outside / external events, which will be limited to a maximum of 12 events per calendar year,*
 - a. *on each occasion, to the licensing authority and West Yorkshire Police at least 28 days in advance of each event, and*
 - b. *on each occasion, the supply of all drinks will be in plastic glasses only at all times.*

Additional conditions are to be worded as follows-

- *Plans submitted to form an integral part of the premises licence shall include-*
 - a. *The plans for the Pavilion,*
 - b. *The plan for the Bowling Tea Hut,*
 - c. *The Fire plan, and*

- d. *The Site plan.*
- *With regards to the latter Site plan specifically, and on every occasion this area as the licensed premises is being used, then the following shall also apply -*
 - i. *Other than the licensed areas for the “Pavilion” and the “Tea Hut” surrounded by separate red lines as shown on the site plan,*
 - ii. *The location of any other area/s to be used for the sale / supply of alcohol, and confined within the boundary of the licensed area shown on the site plan by the separate outer red line, shall be described in the ‘Event Safety Management Plan’ on each occasion one is submitted as required above,*
 - iii. *In order that, providing the ‘sale / supply’ of alcohol takes place only from either (i) and (ii) above, then only the consumption of alcohol will take place within the separate outer red line shown on the site plan, and in accordance with each ‘Event Safety Management Plan’ submitted.*

As mentioned earlier, the latter site plan condition has been put together based on how I have interpreted what the operator intends exactly, from the application as it has been submitted, and after negotiations with the applicant’s agent since.

If this proves to be not entirely accurate, then a degree of adjusting to this condition may be required?

If so, this may take a little longer?

I don’t anticipate any of the other conditions causing much of an issue?

However, I shall email again accordingly in due course, but in the meantime, please accept this as a formal representation from West Yorkshire Police, with regards to this application.

Thank you in advance.

Best regards

Mr Bob Patterson

Leeds District Licensing Officer

Leeds District Licensing Department

Leeds District HQ

Elland Road

LS11 8BU

Internal: None presently

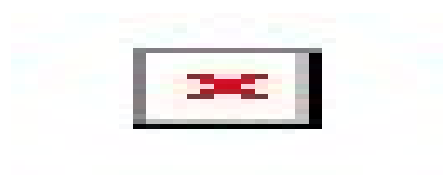
External: None presently

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