



On 19 Oct 2023, at 11:28, Blenkhorn, Sarah  wrote:

Hi June, following our discussion, please see the below conditions written out for everyone's ease :-

The CCTV will contain the correct time and date stamp.

At least one member of staff will be on duty at the premises who can operate the CCTV system. When CCTV cannot be downloaded immediately it shall be done so within 24 hours. A contact number for the DPS will be available at all times.

Staff training records shall be signed off by members of staff and maintained on the premises for a 12 month period.

A register shall be maintained on the premises to record all incidents. Records should include matters such as anti-social behaviour, refusals, seizure of prohibited items, casualties/unwell customers,, welfare and safeguarding matters. The records shall include the date, time, location of the incident; nature of the incident; personal details and contact information of all people involved if given, including any witnesses 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 register shall be securely retained by the licence holder on the premises for a period of 12 months after the last entry. Incident records shall be kept in a bound register.

- Please confirm you agree with the above conditions and I shall withdraw my representation with the licensing authority.

Regards

Sarah

Sarah Blenkhorn

Licensing Officer

West Yorkshire Police

Leeds District Licensing Department

Elland Road Police Station