

Leeds District Licensing*Department***Leeds District Licensing Department**

West Yorkshire Police,
 Leeds District Headquarters,
 Elland Road,
 Leeds
 LS11 8BU

[REDACTED]
 Email:

[REDACTED]@westyorkshire.police.uk

Your ref:
 Our ref:

3rd May 2024

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

Cc: Treehouse bars, Otley Ltd., 30 North Street, Keighley, BD21 3SE

RE: The Treehouse, 40 Bondgate, Otley Leeds LS21 1 AD

**APPLICATION FOR A PREMISES LICENCE – LICENSING ACT 2003:
 POLICE – LETTER OF REPRESENTATION – ‘QUALIFIED’ OBJECTION:**

West Yorkshire Police are of the opinion that the application contains insufficient information about how the applicant intends to meet the licensing objectives.

We therefore confirm that we are submitting a formal representation against the application on the grounds of-:

1. the prevention of crime & disorder
2. public safety
3. protection of children from harm

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However, we are of the opinion that the licensing objectives could be met should the applicant be prepared to incorporate certain identified measures within their operating schedule as additional conditions.

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 the application.

Should the applicant be in agreement with the suggested measures then they should 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 their consent at **Part 2**, it will be taken that the applicant signify their wishes for the licensing authority to amend their operating schedule to incorporate the proposed measures as conditions.

Alternatively should the applicant disagree with the proposed measures, then they should 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 the applicant may have already offered), for the premises:-

The Treehouse, 40 Bondgate, Otley Leeds LS21 1 AD

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
- the protection of children from harm

The CCTV system will record images to cover all areas of the premises to which the public have access (save for toilets), including any external areas of the premises such as car parks and beer gardens. The CCTV system will 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. At least one member of staff will be on duty at the premises who is capable of operating the system and downloading images recorded by it. These images will be downloaded and provided, on request, to an officer of a responsible authority.

The CCTV shall be checked weekly to ensure it is working correctly and a log maintained of those checks. This log will be kept on the premises for a 12 month period and produced for inspection when requested to do so by an authorised officer.

A register shall be maintained at the licensed premises showing the name, licence number and contact details including telephone number, for the designated premises supervisor and personal licence holders responsible for authorising alcohol sales. This register shall be available for inspection by any authorised officer of the responsible authorities and

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shall be securely retained by the Premises Licence holder or nominated person for a period of 12 months from the date of the last entry.

A register shall be maintained at the licensed premises showing the name, licence number and contact details including telephone number, for the designated premises supervisor and personal licence holders responsible for authorising alcohol sales. This register shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the Premises Licence holder or nominated person for a period of 12 months from the date of the last entry.

The premises licence holder/designated premises supervisor shall have systems in place for dealing with and reporting any suspicious items, activity, or unusual behaviour, including attack response procedures. All employees, volunteers, contractors and security staff shall have a clear understanding of such systems and procedures.

The premises licence holder and/or designated premises supervisor 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 retained for a period of twelve months and produced for inspection immediately on the request of an authorised officer.

There shall be a written drugs policy with regards to "zero tolerance" to illegal drugs. Notices will be displayed, particularly in toilets, which state there is a zero tolerance to drugs and anyone found in the possession of illegal substances will be asked to leave the premises.

There will be written policy for dealing with unwell members of the public including those who appear to be affected by alcohol or drugs. All staff will be trained with regards to this policy.

There shall be a written dispersal policy. All staff will be trained with regards to this policy.

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.

Staff training will be carried out at regular intervals. Records will be endorsed by staff and retained on the premises for a 12 month period. Records shall be produced for inspection when requested to do so by an authorised officer.

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. Details to be recorded shall include the date, time, name if known, physical description of the person, the reasons, and staff involved and whether CCTV of the incident is available. Any identification document coming into the possession of a member of staff including security staff shall be recorded in the register, including the name of the person/name on the identification document. The register shall be available for immediate inspection by any authorised officer of the responsible authorities and shall be securely retained by the licence holder for a for a period of 12 months from the date of the last entry. The licence holder shall provide secure storage for identification documents and a system for safe disposal, which may include returning to the originating organisation, e.g. DVLA/HM passport office.

Accredited security staff shall be provided on Friday and Saturday evening and the evening before any Bank holiday. The

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minimum number of accredited security staff on duty shall be 2. The times during which security staff shall be present as a minimum are from 1900 hrs until the last customers have dispersed the immediate external area after closing time.

Security staff shall be provided with induction training so that they have a full understanding of their roles and responsibilities and are fully conversant with the policies and procedures unique to the premises, including safeguarding and welfare arrangements, communication methods and emergency response procedures.

A security register shall be maintained at the premises for the recording of all security staff on duty on each occasion. The register shall include for each individual: full legible name; SIA registration number; the date and times they commenced and finished duty; and verification by the individual in the form of their signature. This register shall be maintained on the premises and made available for inspection by any authorised officer of the responsible authorities. It shall be securely retained by the premises licence holder or nominated person for a period of 12 months from the date of the last entry.

A search policy shall be in operation. Notices shall be prominently displayed at entrances of the premises setting out the search and admissions policy. All staff deployed for conducting searches shall receive training on the search policy, the procedures for reporting and recording incidents and the safe retention of prohibited items.

The premises licence holder/designated premises supervisor will inform West Yorkshire Police immediately where a search results in the seizure of an offensive weapon.

A suitable purpose-made receptacle for the safe retention of illegal substances shall be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police or British Transport Police (as appropriate). A entry shall be made in the incident log of any drugs that are seized or found.

Patrons are not permitted to remove drinks in open bottles/glasses or other open vessel from the licensed premises save for external areas designated as a beer garden or similar.

The premises shall be used for its intended purpose i.e. that of a bar and kitchen.

Food will be available to purchase 7 days a week from 1200 to 2100 hrs.

At all times there will be seating for 100 people in the main function room, seating for 45 in the small function room and seating for 20 in the private diner area.

The nature of the demographic will be that of a variety from all generations.

There shall be no children on the premises after 2100 hrs unless at private event and accompanied by an adult.


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.

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Leeds District Licensing Officer

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:

The Treehouse, 40 Bondgate, Otley Leeds LS21 1 AD

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,

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- 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:

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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:

The Treehouse, 40 Bondgate, Otley Leeds LS21 1 AD

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:

[REDACTED]

From: Blenkhorn, Sarah [REDACTED]
Sent: 23 May 2024 09:45
To: General Manager
Cc: Entertainment Licensing; [REDACTED]
(External)
Subject: RE: FW: Application for a premises licence, letter of representation, Treehouse, Otley

Follow Up Flag: Follow up
Flag Status: Completed

Hi [REDACTED] ..

2. “At all times there will be seating for 100 people in the main function room, seating for 45 in the small function room and seating for 20 in the private diner area”.

Change to

“During dining hours there will be seating for 90 people in the main bar and dining area, seating for 40 in the small function room and seating for 20 in the private diner area except on those occasions when private events are pre-booked.

All should be in order now.

Regards
Sarah

[Please note I do not work Mondays](#)

Sarah Blenkhorn
Licensing Officer
West Yorkshire Police
Leeds District Licensing Department
Elland Road Police Station
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From: General Manager [REDACTED]
Sent: Thursday, May 23, 2024 9:31 AM
To: Blenkhorn, Sarah [REDACTED]
Cc: Entertainment Licensing [REDACTED]
Subject: Re: FW: Application for a premises licence, letter of representation, Treehouse, Otley

Hi Sarah

Lovely to meet you yesterday , I felt it was really beneficial for you to visit the site and view the plans.

I am happy with all the below to be incorporated into the premise license

Just notes I think we need to make the area descriptions more clearer ie below

- Main Bar & Dining area (just think the term function can be misleading) 90
- Smaller Function room 20
- Larger Function room 40

I will pull together and rewrite all our Policies around noise management, dispersal, smoking, drugs, door etiquette so all can be submitted early next week in good time for the hearing so people can digest.

Anything else in the meantime do not hesitate to ask.



On Wed, 22 May 2024 at 17:38, Blenkhorn, Sarah [REDACTED] wrote:

Entertainment Licensing , please see below email chain – the premises are happy to accept all the conditions in the letter of representation providing the following conditions are reworded. There is also an added condition at the end .

██████ - please confirm you agree, copying everyone in above

1. “Food will be available to purchase 7 days a week from 1200 to 2100 hrs”.

to change to

“ Food will be available to purchase 7 days a week. Food will be available until 1900 hrs on a Sunday, until 2000 hrs Monday to Thursday and until 2100 hrs Fri and Saturday and the Sunday before any bank- holiday”.

2. “At all times there will be seating for 100 people in the main function room, seating for 45 in the small function room and seating for 20 in the private diner area”.

To change to

“During dining hours there will be seating for 90 people in the main function room, seating for 40 in the small function room and seating for 20 in the private diner area except on those occasions when private events are pre-booked.

3. **Additional condition -**

“Where externally promoted events using DJs/MCs are planned the management / DPS will risk assess each of these events on an individual basis”.

Subject to these conditions being incorporated into the premises licence along with the other conditions stated in the letter of representation and those conditions initially offered by the applicant, West Yorkshire Police now withdraw their representation.

Thank you.

Regards,

Sarah.

Please note I do not work Mondays

Sarah Blenkhorn

Licensing Officer

West Yorkshire Police

Leeds District Licensing Department

Elland Road Police Station

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[REDACTED]

[REDACTED]

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From: General Manager [REDACTED]

Sent: Friday, May 17, 2024 3:54 PM

To: Blenkhorn, Sarah [REDACTED]

Subject: Re: FW: Application for a premises licence, letter of representation, Treehouse, Otley

Hi Sarah

The food timings sounded perfect and we were happy with all the comments.

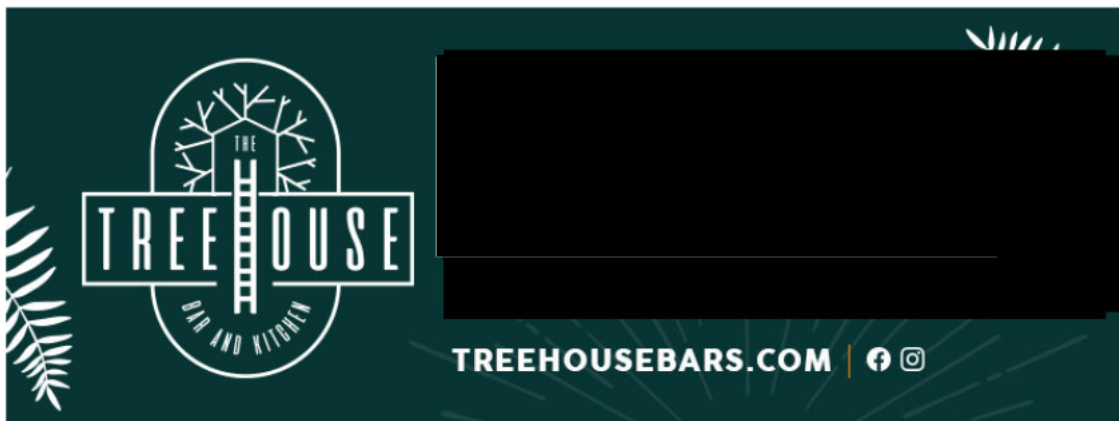
The seating wording is great which allows us flexibility when in a slightly more drinking environment.

I have just spoken with the designer and he said we have lost some of the seating from that image due to building changes/ layout measurement being wrong to the build ie walkways and certain pillars, bar changing slightly in size , think when actually built some stuff does not quite fit to size so lost some space etc

Main area - 90ppl could we do - Smaller function 20 ppl - that private dining table now - Large function room 40ppl - all this works to the design and the wording of private events is perfect

Additional condition: happy to do risk assessment for any externally promoted events .

Also shall we meet Wednesday after or before pubwatch ?? I can give you a walk around the venue .



On Thu, 16 May 2024 at 13:20, Blenkhorn, Sarah [REDACTED] wrote:

Hi, how's this?

Underage/ proxy sales/ refusals are fine to be logged in your incident log but please label your book "INCIDENT LOG" and "REUSALS LOG" just to cover yourself.

Alternative/ additional wording –

"Food will be available to purchase 7 days a week from 1200 to 2100 hrs".

to change to

" Food will be available to purchase 7 days a week. Food will be available until 1900 hrs on a Sunday, until 2000 hrs Monday to Thursday and until 2100 hrs Fri and Saturday and the Sunday before any bank- holiday".

"At all times there will be seating for 100 people in the main function room, seating for 45 in the small function room and seating for 20 in the private diner area".

To change to

“During dining hours there will be seating for 100 people in the main function room, seating for 45 in the small function room and seating for 20 in the private diner area except on those occasions when private events are pre-booked.

Additional condition -

“Where externally promoted events using DJs/MCs are planned the management / DPS will risk assess each of these events on an individual basis”.

Please note I do not work Mondays

Sarah Blenkhorn

Licensing Officer

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From: General Manager [REDACTED]
Sent: Wednesday, May 15, 2024 10:03 AM
To: Blenkhorn, Sarah [REDACTED]
Subject: Re: FW: Application for a premises licence, letter of representation, Treehouse, Otley

Hi Sarah

Fixed seating is only around 28 this includes the seats on the other side .

We have bench seating which seats 28

The front listed area seats are around 40 which probably would never be moved unless we had a work party / social event that wanted a bit more standing space etc.

Attached again is the space



Food times we are happy to have available 7 days a week till 8pm , if weekend is needed till 9pm then this is fine :)

Our opening times state 12 - 9pm in our other business 7 days a week - Sunday we may change as may be quiet in the future as can give the kitchen an early finish if needed like 7pm.

Happy to put a BH clause in if needed.

Hope this helps and keeps all parties happy.



On Tue, 14 May 2024 at 09:50, Blenkhorn, Sarah [REDACTED] wrote:

Sorry sent it by accident..

I think I covered nearly everything, let me know what you think..

Cheers

Sarah

[Please note I do not work Mondays](#)

Sarah Blenkhorn

Licensing Officer

West Yorkshire Police

Leeds District Licensing Department

Elland Road Police Station

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[REDACTED]

[REDACTED]

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From: Blenkhorn, Sarah

Sent: Tuesday, May 14, 2024 9:49 AM

To: [REDACTED]

Subject: RE: Application for a premises licence, letter of representation, Treehouse, Otley

[REDACTED]

So

How much fixed seating do you have?

I want to specify the dining times . this can be different each day, I appreciate Sundays you may want to finish food earlier.

If I don't specify times for food and we are taking chairs away then we could be having full blown parties from 5 pm! I know you have stated this is not your intention, it's not always about your intention, its what can happen further down the line as well.

Your type of venue with a late licence will attract crowds I'm pretty sure so we want to make sure food is available. It is a bar and kitchen after all. How about food until 9 on your fri and sat and sunday before bank hol and till at least 7 or 8 on your other days ? you can always go beyond that

Is the premises ready to open? I could pop and have a look next week after pub watch on 22nd?

Please note I do not work Mondays

Sarah Blenkhorn

Licensing Officer

West Yorkshire Police

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[REDACTED]

[REDACTED]

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From: Blenkhorn, Sarah

Sent: Friday, May 10, 2024 4:18 PM

To: General Manager [REDACTED]

Cc: [REDACTED]

Subject: RE: Application for a premises licence, letter of representation, Treehouse, Otley

Hello, thanks , I'll have a look at this Tuesday when I'm next on duty and get a reply to you.

Regards

Sarah

[Please note I do not work Mondays](#)

Sarah Blenkhorn

Licensing Officer

West Yorkshire Police

Leeds District Licensing Department

Elland Road Police Station

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[REDACTED]

[REDACTED]

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From: General Manager [REDACTED]
Sent: Friday, May 10, 2024 4:02 PM
To: Blenkhorn, Sarah [REDACTED]
Subject: Re: Application for a premises licence, letter of representation, Treehouse, Otley

Hi Sarah

Lovely to speak to you today and hope you are getting some time to enjoy the lovely weather.

As discussed the conditions below we felt could be reworded or removed.

- Seating conditions – furniture could be moved dependent on parties or events in the function hire areas so would not be able to guarantee i.e. some functions will not want the seating. The main floor also once dining is over people may relocate round the venue to entertainment areas i.e. music, DJ's so furniture chairs may be moved (more likely in the atrium, dining areas as we have packed furniture to maximise food covers. Despite this there will

be ample fixed seating still available in the front area and fixed seating areas within the atrium and main dining. Also areas will be bookable for Birthdays group / work socials etc so furniture again would need to be moved for this scenario. Therefore we would prefer the seating and tables not be fixed and maybe a better wording provided

- Food 7 days a week 12 - 21.00 - also again not be fixed as the current climate things may change with hours ie Sunday could close earlier due to demand or ceertain days could change . However we do intend to be busy eating food 7 days a week. Fingers crossed :)
- Demographic condition again we have never seen this as a condition - as mentioned we will with menu style attract a wide diverse crowd we rest assure as this is needed for our business model to be successful

All the rest we are happy with and have in place at our sister venue in Haworth - little things we don't I will add.

Lastly on recording under age , proxy sales - would this be ok logged incident books , On our Tills we have a button that staff can press for underage refusal would this class as a log and also Door security will have this logged on there door sheets.

I hope it all makes sense , if you need to call I am free to discuss.



On Fri, 3 May 2024 at 10:37, Blenkhorn, Sarah [REDACTED] wrote:

Entertainment Licensing , please find attached a letter of representation, we are hopeful agreements can be reached.

[REDACTED], please see attached. If you agree, please sign part 2, or, feel free to discuss.

Thank you.

Sarah

[Please note I do not work Mondays](#)

Sarah Blenkhorn

Licensing Officer

West Yorkshire Police

Leeds District Licensing Department

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[REDACTED]
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