

**From:** [Musson, Martyn](#)  
**To:** [Musson, Martyn](#)  
**Subject:** FW: PREM/05137/001 FW: WYP REP WITHDRAW\_ONE STOP (TESCO) 64-66 CROSSGATES ROAD CROSSGATES LEEDS - NEW PL PREM/05137  
**Date:** 24 July 2023 13:31:20  
**Attachments:** [image001.png](#)

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**From:** Patterson, Bob [REDACTED]  
**Sent:** 19 July 2023 11:50  
**To:** [REDACTED]  
**Cc:** Musson, Martyn [REDACTED]; Entertainment Licensing  
<[Entertainment.Licen@leeds.gov.uk](mailto:Entertainment.Licen@leeds.gov.uk)>  
**Subject:** WYP REP WITHDRAW\_ONE STOP (TESCO) 64-66 CROSSGATES ROAD CROSSGATES LEEDS - NEW PL PREM/05137

Dear [REDACTED]

Thanks for the reply.

The below amendment to the request for the additional condition is agreed by West Yorkshire Police.

Please refer to the remainder of this email.

Martyn / LCC ELS:

Please refer to the below agreed conditions between West Yorkshire Police and the applicant in this case.

For the avoidance of doubt, the agreed conditions are-

- A suitable closed-circuit television (CCTV) system shall be in operation during licensable activities.
- The CCTV system shall record images to cover the main areas of the licensed site to which the public have access (save for toilets/showers/changing areas).
- All entry and exit points will be covered enabling frontal identification of every person entering in any light condition.
- 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.
- Spirits will be kept behind the checkout area with the exception of gift packs.

On the basis of the agreement, please now withdraw the police representations 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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**From:** [REDACTED]  
**Sent:** 19 July 2023 10:48  
**To:** Patterson, Bob [REDACTED]  
**Subject:** RE: ONE STOP (TESCO) 64-66 CROSSGATES ROAD CROSSGATES LEEDS - NEW PL PREM/05137

Hi Bob

If the premises licence for ONE STOP (TESCO) 64-66 CROSSGATES ROAD CROSSGATES LEEDS is granted, we would be happy to add the following conditions to our premises licence.

- A suitable closed-circuit television (CCTV) system shall be in operation during licensable activities.
- The CCTV system shall record images to cover the main areas of the licensed site to which the public have access (save for toilets/showers/changing areas).
- All entry and exit points will be covered enabling frontal identification of every person entering in any light condition.
- 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.

Spirits will be kept behind the checkout area with the exception of gift packs.

Thanks

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**From:** Team, Licensing [REDACTED]  
**Sent:** 14 July 2023 16:51  
**To:** [REDACTED]  
**Subject:** FW: ONE STOP (TESCO) 64-66 CROSSGATES ROAD CROSSGATES LEEDS - NEW PL PREM/05137

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**From:** Patterson, Bob [REDACTED]  
**Sent:** 14 July 2023 15:43  
**To:** Team, Licensing [REDACTED]  
**Subject:** ONE STOP (TESCO) 64-66 CROSSGATES ROAD CROSSGATES LEEDS - NEW PL PREM/05137

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FAO [REDACTED] (Licensing Manager),

Good afternoon,

I email you with regards to the subject bar application you have recently made to Leeds City Council, which I am dealing with on behalf of West Yorkshire Police.

The police in Leeds have no outright objections to this application, but would wish to make a couple of amendments, with regards to the "steps" you have offered at section M of the application form and particularly at box b).

To promote the four licensing objectives, West Yorkshire Police would ask you to-

1. agree to the alternative wording with regards to CCTV, to read 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).
  - All entry and exit points will be covered enabling frontal identification of every person entering in any light condition.
  - 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.

&

2. agree to an additional condition to read as follow-

- The display of alcohol shall be in a designated area of the premises which is capable of being supervised from the counter area.

In relation to both conditions, they are taken from a recently updated official document of Leeds City Council (attached), and used in conjunction with all responsible authorities in Leeds, including West Yorkshire Police.

The idea of the document being to 'standardise' the wording, where certain conditions are appropriate.

Theft of alcohol products are regularly a major contributory factor, when police computer systems are scrutinised for operating premises of this description.

With regards to the CCTV condition specifically and apart from the above, the retention of images for 31 days as opposed to 28 days, is still the period shown on the Home Office / ACPO website for CCTV guidance.

In addition to this, for the last Tesco premises issued in Leeds – at Portland Crescent (PREM/04666) – and for a One Stop Store in Allerton Bywater processed in 2016 also in Leeds – PREM/03869 – 31 days is shown on both licences, with regards to CCTV images being retained.

If you are agreeable to the above amendments, please reply to that effect, and I shall then conclude matters with Leeds City Council as far as West Yorkshire Police are concerned.

I look forward to your reply in due course, but preferably before 18<sup>th</sup> July 2023.

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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