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**Leeds District Licensing Department**  
West Yorkshire Police,  
Leeds district Headquarters,  
Elland Road,  
Leeds  
LS118BU

Your ref – . **PREM/04348/005**  
Our ref:

22<sup>nd</sup> of August 2023

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

**cc- PARMNFRITES - 29 OTLEY ROAD, HEADINGLEY, LEEDS, LS63AA**

**RE: PARMNFRITES - 29 OTLEY ROAD, HEADINGLEY, LEEDS, LS63AA**

**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. the prevention of public nuisance

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 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.

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Upon receipt of their consent at **Part 2**, it will be taken that the applicant signifies 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.

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## **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:

**PREM/04348/005  
PARMNFRTES,  
29 OTLEY ROAD,  
HEADINGLEY,  
LEEDS,  
LS63AA**

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 prevention of public nuisance.

### **Additional measures proposed:**

- 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. Records should include matters such as anti-social behaviour, admission refusals, refusals of service (due to age or otherwise), 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 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.

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If/ when alcohol is sold or supplied the following will apply:

- Notices indicating the existence and effect of a Public Spaces Protection Order (PSPO) shall be prominently displayed at the exits to the licensed premises site, including any external drinking area, which can be clearly seen by people leaving.
- The premises shall be and remain predominantly food led.
- 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.

If/ when alcohol is sold or supplied as part of any delivery service the following will apply:

- The premises licence holder/designated premises supervisor shall adopt a 'Challenge 25' age verification policy that shall be applied at the point of order, sale and on delivery.
- All people involved in the delivery of alcohol, be this the premises licence holder/designated premises supervisor, employees or third-party courier, shall at the point of delivery be satisfied that the person to whom the alcohol is being delivered is 18 years and over. If at any point of the process acceptable photographic age verification documents cannot be produced, the delivery shall be refused, and alcohol returned to the licensed premises.
- Deliveries shall only be made to the address indicated on the order.
- Deliveries shall only be made to bona fide business/commercial addresses or private residences and not to any public/open spaces (e.g. car parks, street corners, bus stops, public parks).
- Deliveries shall be refused to any person who is, or who appears to be under the influence of alcohol or drugs and the alcohol shall be returned to the licensed premises.
- The licence holder/designated premises supervisor shall ensure that only the alcohol items specified on orders processed for despatch are loaded onto delivery vehicles, and no surplus stock shall be carried on vehicles.
- With regards to all third-party couriers used to provide the delivery of alcohol, the premises licence holder/designated premises supervisor shall have a contractual arrangement with each third party to be satisfied that the promotion of the licensing objectives and terms of the premises licence are complied with at all times, with particular attention to the point of delivery.
- Hackney Carriages or Private Hire vehicles shall not be used for deliveries under any circumstances.
- The premises licence holder/designated premises supervisor shall keep records of or have access to all alcohol orders. Records shall include for each order: the full name and address of who made the order; age verification at point of order; any refusals made at the point of order; the items ordered; the date and time of the despatch; details of the delivery provider/driver; the date and time of delivery; the full postal delivery address; the name and date of birth of the person receiving the order; detail of identification/proof of age documents received; details of any refusals at the point of delivery including reasons. Records shall be retained at the licensed premises for a period of 12 months and be produced on request for inspection by a police officer or an authorised person of the licensing authority.


West Yorkshire Police are satisfied that the proposed measures are not adequately dealt with by other legislation.

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## **NOT PROTECTIVELY MARKED**

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.

 David Parker,  
Leeds District Licensing Officer

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## Nelson, Matthew

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**From:** Parker, David [REDACTED]  
**Sent:** 30 August 2023 08:25  
**To:** Entertainment Licensing  
**Cc:** Amir Khan  
**Subject:** RE: PREM/04348/005 - ParmNfrites - 29 Otley Road Leeds LS63AA  
**Attachments:** Parmnfrites - Qualified rep.doc

Good Morning,

Please see the below acceptance of conditions as shown in the attached qualified representation for:

PREM/04348/005 - ParmNfrites - 29 Otley Road Leeds LS63AA

Subject to the agreed conditions forming part of the operating schedule of the new licence, I can state on behalf of West Yorkshire Police, that we withdraw our objection/ representation.

Regards

David Parker  
Leeds District Licensing,  
West Yorkshire Police,  
Leeds District HQ,  
Elland Road,  
Leeds  
LS118BU

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**From:** Amir Khan [REDACTED]  
**Sent:** Tuesday, August 29, 2023 4:19 PM  
**To:** Parker, David [REDACTED]  
**Cc:** Entertainment Licensing <Entertainment.Licen@leeds.gov.uk>  
**Subject:** Re: PREM/04348/005 - ParmNfrites - 29 Otley Road Leeds LS63AA

Hi David,

Thanks for your note below.

We are happy to accept your suggestions listed below.

We will install cameras and keep register book to record all incidents & accidents.

Please let me know what the next step are following this acceptance and if you have any question, please let me know.

Once again thank you for your time.

Kind Regards

Amir

On Tue, 22 Aug 2023 at 2:27 pm, Parker, David [REDACTED] > wrote:

Good Afternoon,

With regards an application to vary a premises licence, please find attached qualified rep. for:

PREM/04348/005 - ParmNfrites - 29 Otley Road Leeds LS63AA

The conditions requested are in addition to those shown on the current licence.

I have been in contact with the applicant representative by separate email to outline their options.

I will notify you in due course if agreement is reached.

Regards

David Parker

Leeds District Licensing,

West Yorkshire Police,

Leeds District HQ,

Elland Road,

Leeds

LS118BU

Mobile [REDACTED]

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