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



Your ref:  
Our ref:

1<sup>st</sup> November 2023

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

**Cc: Santosh Walke, Bombay to goa Ltd, 202 Market Street, Shipley, BD18 2BY**

**RE: Bombay to Goa, 16A Headingley Lane, Leeds, LS6 2AS**

**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

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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.

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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:-

### **Bombay to Goa, 16A Headingley Lane, Leeds, LS6 2AS**

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 CCTV will contain the correct time and date stamp information. 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.

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, to whom the incident was reported, the names and personal licence numbers (if any) of any other staff involved, 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. A note of the action taken, and where relevant a note of the actions to prevent any reoccurrence should also be included.

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

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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.

The premises shall be and remain predominantly food led.

An agreed number of covers shall be always maintained when the premises are operating.  
The minimum number of covers shall be 70 at all times.

Patrons are not permitted to remove drinks in open bottles/glasses or other open vessel from the licensed premises.

Staff training records will be signed off by staff and records will be retained on the premises for a 12 month period.  
Training records will be produced upon the request of an officer of a Responsible Authority.


The designated premises supervisor (DPS) will risk assess the requirement to deploy SIA accredited staff at the premises including the number of SIA accredited staff deployed.

A policy will be in place to deal with unwell members of the public including those who appear affected by alcohol or drugs.

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.

 Sarah Blenkhorn  
Leeds District Licensing Officer

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**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:

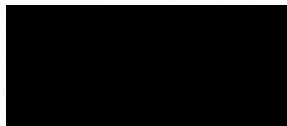
**Bombay to Goa, 16A Headingley Lane, Leeds, LS6 2AS**

*I/We* BOMBAY 2 GOA .....

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,
- 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: 07/11/2023