

From: Blenkhorn, Sarah
Sent: Fri, 10 Nov 2023 12:12:24 +0000
To: Entertainment Licensing; Tony Clarke

[REDACTED]
Subject: FW: Application for a premises licence , The paper shop, 5 Middleton district centre, Leeds LS10 4AX

Attachments: Agreement Letter signed.pdf, Amended Conditions of the premises Licence.pdf

Entertainment Licensing: - please find attached a signed part 2 which relates to the amended conditions, also attached, which have been agreed by both WYP and the applicant.

West Yorkshire Police now withdraw their representation subject to those amended conditions being incorporated into the premises licence .

Thank you

Regards

Sarah

Sarah Blenkhorn

Licensing Officer

West Yorkshire Police

Leeds District Licensing Department

Elland Road Police Station

Elland Road

Leeds

LS11 8BU

[REDACTED]

[REDACTED]

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CCTV

1.1 The premises are to operate an effective CCTV system which is to be maintained in good working order at all times the premises is open for business.

1.2 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.

1.3 – At least one member of staff shall be on duty at the premises who can operate the system. Any requests for downloaded images should be complied with and footage produced within 12 hours at the expense of the premises licence holder. Contact details of at least one member of staff (or other person(s)) who is trained and familiar with downloading images will be available at all times.

1.4 The premises licence holder / Designated Premises Supervisor must notify the licensing office or the Police in the event of CCTV breakdown as soon as is reasonably practicable and in any event within 24 hours.

1.5 In the case of a breakdown or malfunction the premises licence holder / designated premises supervisor shall make sure that the CCTV is in working order as soon as practicable

1.6 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.

b) The prevention of crime and disorder

As above plus

2. A written delegation of authority record will be kept at the premises whereby non personal licence holders are authorised to make sales on behalf of a personal licence holder.
3. Staff training shall take place on the Licensing Act and Licensing objectives upon commencement of employment and every six months thereafter, a written record of this training is to be maintained and made available to the police and any authorised officer of the Council for inspection on request.
4. The Designated Premises supervisor / personal licence holder will be available /contactable at all times that alcohol is on sale.
5. An incident book/register shall be maintained to record All incidents of crime and disorder occurring at the premises and details of occasions when the police are called to the premises and will contain the following information.

- A) *Consecutively numbered pages.*
- B) *The date and time.*
- C) *Location of the incident.*
- D) *Details of the nature of the incident.*
- E) *Details of those involved or to whom the incident was reported.*
- F) *The names and personal licence numbers (if any) of any other staff involved.*
- G) *The names and numbers of any police officers attending.*
- H) *The police incident and/or crime number.*
- I) *Names and addresses of any witnesses.*
- J) *Confirmation of whether there is CCTV footage of the incident.*
- K) *The Incident Report Register will be retained for a period of twelve months.*

6. This book/register shall be made available for inspection by a police officer or other authorised officer on request.

7. *The display of spirits shall be in an area accessible only by staff.*

8. Roller shutters have been installed at the front of the premises

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

10. *The name of the premises shall not contain reference to alcohol.*

c) Public safety

No risk has been assessed

d) The prevention of public nuisance

11. Management and staff are to use their best endeavours to prevent persons loitering outside the premises and to ensure that persons refused entry or ejected are asked to leave the vicinity of the premises.

12. Prominent, clear and legible notices must be displayed at all exits requesting that customers respect the needs of local residents and to leave the premises and area quietly.

13. Deliveries to the premises to be made at a reasonable and acceptable time and in a manner that will not cause a nuisance to the occupiers of any residential properties.

14. *Litter bins shall be available for customer use outside the premises.*

e) The protection of children from harm

15. A written register of refusals will be kept including a description of the people who have been unable to provide required identification to prove their age.

Such records shall be kept for a period of 12 months and produced to the police or an 'authorised person' (as defined by section 13 of the licensing act 2003) upon request.

The refusals register shall also include

- A) Proxy sales and refusals to those who appear intoxicated.**
- B) Details to be recorded shall include the date, time, name if known and whether CCTV of the incident is available.**
- C) 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.**
- D) 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.**

16. All staff engaged in the sale of alcohol to be trained in Challenge 25 which is **A 'Check 25' scheme used to prevent the sale of alcohol to people under 18 years of age.**

16.1 Training records shall be kept on the premises and produced to the police or an 'authorised person' (as defined by section 13 of the licensing act 2003) on request.

16.2 Clear and legible Challenge 25 signage will also be displayed in prominent positions at the entrance to the premises and behind the counter.

16.3 All staff to be trained in Challenge 25 and Age Restricted products. *The staff training records will be signed off by staff and kept on the premises for a 12 month period.*

17. Proxy signs will be on display in prominent positions warning adults about the law surrounding buying alcohol for children

18. Staff will monitor the outside area using the CCTV system to identify any suspected proxy sales concerns and use their best endeavours to disperse 3 or more youths that appears to be loitering.

NOT PROTECTIVELY MARKED

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 Paper Shop, 5 Middleton District Centre, Ring Road, Middleton, Leeds LS10 4AX

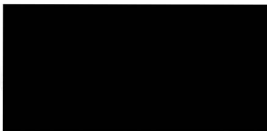
I/~~We~~ TONY CLARKE of JMC LICENSING

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: 10TH NOVEMBER 23