

02 October 2024

Dear Sir/Madam

APPLICATION for a Grant of a premises licence Off Licence, 81 Roundhay Road, Leeds, LS8 5AQ

I provide the following statement in respect of the above application. The Council have sent me a copy of the objections from the WY Police, the Environmental Health Office and the Principal Licensing Officer regarding my application for an off license and I thought I would provide you with further information, and to explain the steps that would be taken to promote the licensing objectives. As you know, the premises operates as an off-licence shop selling a wide range of goods including a variety of groceries, dairy goods, snacks, sweets, magazines, fresh food, soft drinks, household goods, cigarettes, alcohol, etc. The focus of the premises will continue as a general convenience store for the benefit of the local community. I have also included a document called an Operating Schedule as an important part of the application which shows the steps that would be taken at the shop to promote the licensing objectives. Each of these steps become legally enforceable licence conditions should the application be approved. The proposed conditions include;

- The operating hours of the shop would be only from 09:00 until 23:00 Monday to Sunday
- There will be no sale of beer cider and perry of 7.5% alcohol by volume or above and there will be no sale of cider and perry of 7.5% alcohol in containers holding a capacity of 1 or more liters
- CCTV camera system covering inside and outside the shop;
- The adoption of the 'Challenge 25' under age policy to ensure that all measures are in place to ensure that no-one under 18 is able to buy alcohol and other age-restricted goods;
- Regular staff training;
- Litter checks outside the shop and;
- Staff to check outside during the hours of darkness to discourage groups from gathering outside.

The full set of conditions are shown below. Also, for your information, there is a lot of local support for the application from the local community (15 support letters have been submitted). I will of course do everything that I can to prevent any problems for the local community.

I understand that licensed premises are extremely well-regulated - they must promote the licensing objectives and fully comply with all of their licence conditions. If they don't, then the Authorities can take action - this includes prosecution, a licence review, revocation of the licence, etc.

The Police and the other Authorities will target any 'problem premises' and take action if something goes wrong. Likewise, if you found evidence of problems at this shop in the future then the matter can be dealt with as appropriate.

Please note that some matters such as parking, traffic and the 'need' for a new off licence shop aren't matters that can be taken into account for a licence application.

I hope this letter is helpful and informative. I ask you to give me the opportunity to demonstrate that the shop will be managed well, and not cause problems with given the new premises licence.

Yours sincerely

Yakob Tadese

Proposed Operating Schedule

Prevention of crime and disorder

A suitable CCTV system shall be operational at the premises when licensable activities are being carried out. The CCTV shall cover the public area and cover the entrance and exit/s.

The CCTV shall be of a satisfactory resolution quality which will enable the identification of persons and activities and contain the correct time and date stamp information. It shall have sufficient storage retention capacity for a minimum of 28 days continuous footage.

The CCTV footage shall be controlled and kept in a secure environment to prevent tampering or unauthorised viewing.

A designated member(s) of staff at the premises will be authorised to access the CCTV footage and be conversant with operating the CCTV system. At the request of an authorised officer from a Responsible Authority, any CCTV footage, as requested, will be downloaded as soon as practicable or secured to prevent any overwriting. The CCTV footage material will be supplied, on request, to an authorised officer, as soon as reasonably practicable.

All staff selling alcohol will be authorised in writing to sell alcohol. This record shall include the contact details for the DP, be kept in the shop and be made available to an authorised officer for inspection.

All staff shall receive training which shall include preventing underage sales, and refresher training shall be provided annually. A written record will be kept of all training which shall be made available for inspection by an authorised officer.

The premises shall operate a strict refusals policy as follows - alcohol will not be sold to;

- (1) Any person recognised or identified as a street drinker (regardless of their level of inebriation at the time);
- (2) Any person found to be drinking alcohol in the street;
- (3) Any person who is drunk or appears to be drunk;
- (4) Any person suspected of trying to buy alcohol for another person who is drunk or appears to be drunk;
- (5) Any person unable to provide valid ID when requested by staff;
- (6) Any person who is verbally or physically abusive towards staff or customers;
- (7) To any person suspected of trying to buy alcohol for another person(s) who may be under age.

A notice advising customers of the refusals policy shall be on display.

Any incidents of crime and disorder at the premises, witnessed by staff, will be recorded in an incident book kept at the shop, which will be available for inspection by an authorised officer.

Public safety

A written record of any accidents and/or safety incidents involving members of the public will be kept. This will be made available at the request of an authorised officer.

Prevention of public nuisance

A notice(s) requesting customers to leave quietly shall be on display in a prominent place close to the exit. The PLH/DPS will ensure that litter arising from people using the premises is cleared away regularly and that any promotional materials such as flyers do not create litter in the area outside the shop.

Protection of children from harm

The shop shall operate a Challenge 25 policy at the premises in relation to age verification for alcohol sales and other age-restricted products. Signs and/or posters shall be clearly displayed in the premises to inform customers.

All members of staff at the premises shall seek credible photographic proof of age evidence from any person who appears to be under the age of 25 years and who is seeking to purchase alcohol. Such identification includes a passport, photographic driving licence, military ID or a Proof of Age card carrying a PASS logo.

A refusals book shall be kept at the premises and used to record all refusals for the sale of alcohol, and other age restricted goods. The book shall be made available to authorised officers on request.

The premises shall display, in a prominent position, a notice(s) advising that it is an offence for adults to purchase alcohol and to supply it to persons under 18.

The following conditions will be enforced to address the objections raised by the West Yorkshire Police;

The CCTV shall cover any external areas of the premises such as car parks and forecourt. The CCTV system will be capable of retaining images for a minimum of 31 days. At least one member of staff will be on duty at the premises when it is open to the public who is capable of operating the system and downloading images recorded by it. Any downloaded footage requested will be provided within 24 hours.

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.

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 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 12 and produced for inspection immediately on the request of an authorised office

Details to be recorded in the refusals register 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 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.

Training records will be endorsed by staff and maintained on the premises for a 12-month period.

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

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

Alcohol shall not be displayed next to the public entrance/exit of the premises.

Customers shall be discouraged from drinking alcohol outside the premises.

Regular checks are to be made of the outside area during the hours of darkness to discourage groups gathering and loitering outside the premises.

During opening hours, the premises will be well illuminated to the satisfaction of West Yorkshire Police.

The premises licence holder/designated premises supervisor shall have a have a children and young people welfare policy to include procedures for dealing with distressed children and young people and systems to report any welfare or safeguarding concerns.

All employees shall be trained in this policy.