

NOT PROTECTIVELY MARKED**Leeds District Licensing Department****Leeds District Licensing Department**

Leeds District HQ

Elland Road

Leeds

LS11 8BU

W: www.westyorkshire.police.uk15th October 2024**Entertainment Licensing Section (by email)****Leeds City Council****Civic Hall, Leeds****LS1 1UR****cc. Mr Taru Pahwa (Proposed DPS by email)****RE: MEANWOOD CONVENIENCE STORE – 54 GREEN ROAD MEANWOOD LS6 4JP
NEW PREMISES LICENCE – LICENSING ACT 2003:
POLICE – LETTER OF REPRESENTATION – ‘QUALIFIED’ OBJECTION:**

Thank you for submitting your application for a premises licence at the above address, which we received on 20th September 2024, via Leeds City Council as an electronic application.

West Yorkshire Police are of the opinion that your application contains insufficient information about how you intend to meet the licensing objectives.

We therefore confirm that we are submitting a formal representation against your application on the grounds of:-

1. the prevention of crime & disorder
2. the prevention of public nuisance, and
3. the protection of children from harm.

However, West Yorkshire Police are also of the opinion that the said objectives could be met should you be prepared to incorporate certain identified measures within your operating schedule, in **addition** to what you may have offered in your application.

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 your application.

Should you be in agreement with the suggested measures then please signify this by completing and signing **Part 2** of the enclosed form and return the complete document to this office as soon as possible, but no later than 18th October 2024.

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Upon receipt of your consent at **Part 2**, it will be taken that you signify your wishes for the licensing authority to amend your operating schedule to incorporate the proposed measures.

Alternatively should you disagree with the proposed measures, then please complete **Part 3** and again return the complete document to this office as soon as possible, but no later than 18th October 2024.

PART 1 - to be completed by the Responsible Authority:

West Yorkshire Police propose the following control measures under the Licensing Act 2003 (in addition or as alternative wording to those that you may have already offered), for the premises-:

**MEANWOOD CONVENIENCE STORE
54 GREEN ROAD
MEANWOOD
LS6 4JP**

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
- the prevention of public nuisance
- the protection of children from harm

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.	9PF012
A 'Check 25' scheme shall be used to prevent the sale of alcohol to people under 18 years of age.	9PF009
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.	9PF010
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 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	9PF011

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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.	
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EITHER (select one of the below and delete the other)-:

The 'sale / supply' of alcohol for consumption 'off' the premises, will not involve at any time any type of telephone / on-line 'alcohol delivery service'-

OR

The 'sale / supply' of alcohol for consumption 'off' the premises, will include a telephone / on-line 'alcohol delivery service' which will comply with the following conditions, at all times the licence has effect-

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.	9PF044
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 who 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.	9PF045
Deliveries shall only be made to the address indicated on the order.	9PF046
Deliveries shall only to 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).	9PF047
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.	9PF048
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.	9PF049
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.	9PF050
Hackney Carriages or Private Hire vehicles shall not be used for deliveries under any circumstances.	9PF051
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 the point of order; any refusals made at the point of	9PF052

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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.	
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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 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.

Bob Patterson
Leeds District Licensing Officer
West Yorkshire Police

Date: 15th October 2024

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PART 2 – to be completed by the applicant or applicant's representative:

Consent for all proposed control measures under the Licensing Act 2003.

Name & Address of Premises:

**MEANWOOD CONVENIENCE STORE
54 GREEN ROAD
MEANWOOD
LS6 4JP**

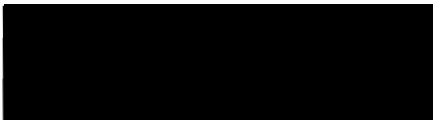
I / We ADDITYA LTD (TARU RATWA)

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, and furthermore,
- I / ~~we~~ confirm the premises will then operate in accordance with those measures agreed to.

Signed:



Dated:

15/10/24

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