

**Nelson, Matthew**

---

**From** [REDACTED]  
**Sent** 26 February 2018 08:19  
**To** Entertainment Licensing  
**Cc** [REDACTED]  
**Subject** FW: 18/009486/EPLA01  
**Attachments** Licence application - 3 pdf

Please see attached agreement re application for 1 Terminus Parade LS15 – objection withdrawn

Regards

**Mr Phillip Jackson**  
Health and Safety Inspector  
Health and Safety Service  
Leeds City Council  
Millshaw Park Way  
Churwell  
Leeds LS11 0LS  
[REDACTED]

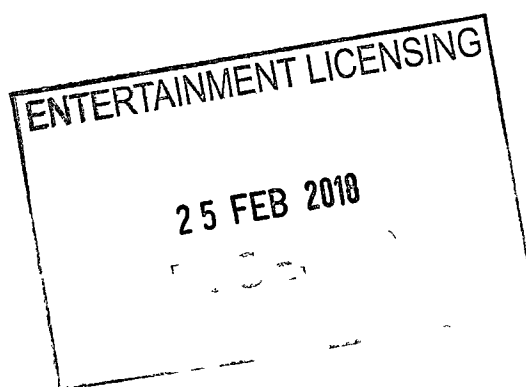
**From** Matt Cliffe [REDACTED]  
**Sent** 23 February 2018 16:56  
**To** Jackson, Phillip [REDACTED]  
**Cc** Amin, Imtishaam [REDACTED]  
**Subject** Ref 18/009486/EPLA01

Hi Peter,

I hope you are well. Please find attached the signed approval for requested conditions. I apologise for the delay, I have only received this letter via Amin from licensing yesterday.

Thank you and have a great weekend,

Matt





Assembly Bar Group Ltd  
104 Green Lane  
Crossgates  
Leeds  
LS15 7DX

Environmental Protection Team  
Leeds City Council  
Millshaw Park Way  
Leeds  
LS11 0LS

Contact Mr Phillip Jackson  
Tel [REDACTED]

Our reference 18/009486/EPLA01  
8 February 2018

Dear Sir/Madam

**Licensing Act 2003**

**Name and Address of Premises 1 Terminus Parade, Station Road, Cross Gates,  
Leeds, LS15 7JZ**

We refer to your licensing application for the above premises. We believe you have not given enough information about how you intend to meet a licensing objective, which is to prevent public nuisance. We therefore submit a formal objection to your application that includes information specifically associated with the premises and the area.

You could meet the objective by agreeing to certain measures that we suggest are reasonable and relevant to your application. Please see part 1 of the enclosed document.

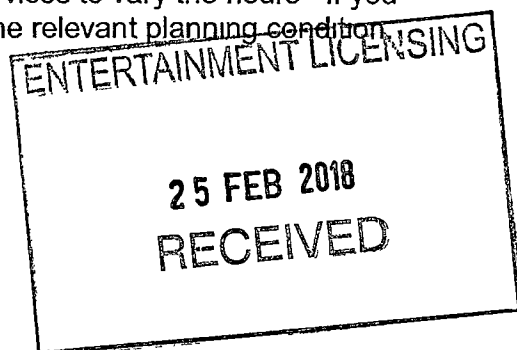
If you agree with the measures please complete and sign part 2 of the enclosed form and return it to us as soon as possible. Once we receive the form we will take it that you wish the licensing authority to amend your operating schedule to include those measures as conditions on the licence. If you disagree with the suggested measures then please complete part 3 and return it to us as soon as possible.

If you feel we should consider anything else or you have any questions please do not hesitate to contact us.

If the opening hours you propose under this application differ to those on the current planning approval then you should also apply to Planning Services to vary the hours. If you operate without planning permission you may have not met the relevant planning conditions. You can contact Planning Services on 0113 222 4409.

Yours faithfully

Mr Phillip Jackson  
Senior Technical Officer



## **PART 1**

**To be completed by the responsible authority**

**Leeds City Council's Environmental Action Service**

**Proposed Controlled Measures under the Licensing Act 2003**

**Name and Address of Premises 1 Terminus Parade, Station Road, Cross Gates,  
Leeds, LS15 7JZ**

Having considered the application under the Licensing Act 2003 for the above premises, we consider that the following measures are relevant and reasonable in order to meet the following aim of the licence - Prevention of public nuisance

### **Noise and Vibration**

- 1 Licensable activities shall be conducted and the facilities for licensed activities shall be designed and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties
- 2 Noise from a licensable activity at the premises will not be audible at the nearest noise sensitive premises
- 3 There shall be no external loudspeakers
- 4 Bottles will not be placed in any external receptacle between 11 pm and 7 am the following day to minimise noise disturbance to neighbouring properties
- 5 Noise from plant or machinery shall not be audible at the nearest noise sensitive premises during the operation of the plant or machinery Plant and machinery shall be regularly serviced and maintained to meet this level
- 6 The PLH/DPS will adopt a "cooling down" period where music volume is reduced towards the closing time of the premises

### **Litter**

- 7 The PLH/DPS shall ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter

### **Transport / Pedestrian Movement**

- 8 Clear and legible notices will be displayed at exits, car parks and other circulatory areas requesting patrons to leave the premises quietly having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti-social behaviour
- 9 The designated premises supervisor and any door supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where nec

Signed

Dated

23/02/18

## PART 2

To be completed by the applicant

Leeds City Council's Environmental Action Service

Proposed Controlled Measures under the Licensing Act 2003

Name and Address of Premises , 1 Terminus Parade, Station Road, Cross Gates,  
Leeds, LS15 7JZ

I / We MATTHEW CLIFF ASSEMBLY RM GROUP LTD

confirm that I am / we are the applicant / the applicant's representative (*delete as appropriate*)  
for the premises as stated above

In signing this document I / we agree with the measures proposed by Leeds City Council's  
Environmental Action Service, and we provide our consent for the licensing authority to  
incorporate the said measures into the operating schedule for the stated premises

Signed

Dated 23 / 02 / 18

## PART 3

Name and Address of Premises , 1 Terminus Parade, Station Road, Cross Gates,  
Leeds, LS15 7JZ

I / We

confirm that I am / we are the applicant / the applicant's representative (*delete as appropriate*)  
for the premises as stated above

I / We formally advise that we are not prepared to accept the proposed measures as  
suggested by Leeds City Council's Environmental Action Service

In this instance we understand that Leeds City Council's environmental action service will  
maintain their representation to my /our application, which will now proceed to a hearing  
before the licensing sub-committee

Signed

Dated

Please return this document to

Environmental Protection Team  
Leeds City Council  
Millshaw Park Way  
Leeds  
LS11 0LS

**Nelson, Matthew**

---

**From:** Patterson, Bob [REDACTED]  
**Sent:** 28 February 2018 15:52  
**To:** Matt Cliffe  
**Cc:** Nelson, Matthew  
**Subject:** RE: Assembly Bar Group Ltd, 1 Terminus Parade, Station Parade, Leeds, LS15 7JZ  
[NOT PROTECTIVELY MARKED]

Classification: NOT PROTECTIVELY MARKED

Dear Matt,  
Thanks for the email (and also the promotion by the way!)

Not 'objections' just 'representations', but thanks in any event for the signed Part 2.

Matthew,  
I think you have a copy of the signed Part 2?  
Assuming so, please now withdrawn the police representations with regards to this matter, on the usual proviso of course.

Thank you in advance.

Best regards.

**Mr Bob Patterson**  
**Leeds District Licensing Officer**  
**Leeds District Licensing Department**  
**Elland Road, Leeds, LS11 8BU**  
**Internal: 50214/5**  
**External: 0113 3859414/5**  
**To report a crime, please ring 101. Always dial 999 in an emergency.**

For the latest news and updates:

Visit our website - [www.westyorkshire.police.uk](http://www.westyorkshire.police.uk)

'Like' us on Facebook - [westyorkshirepolice](https://www.facebook.com/westyorkshirepolice) | 'Follow' us on Twitter - [@WestYorksPolice](https://twitter.com/WestYorksPolice) | 'Watch' us on YouTube [www.youtube.com/999tv](http://www.youtube.com/999tv)



**From:** Matt Cliffe [REDACTED]  
**Sent:** 28 February 2018 15:39  
**To:** Patterson, Bob [REDACTED]  
**Cc:** Nelson, Matthew [REDACTED]  
**Subject:** Assembly Bar Group Ltd, 1 Terminus Parade, Station Parade, Leeds, LS15 7JZ

Dear Officer Patterson,

Please find attached my agreement with your concerns raised. Hope this clears your objections.

Thank you

Matthew  
Assembly Bar Group Ltd

---

This email has been scanned by the Symantec Email Security.cloud service.  
For more information please visit <http://www.symanteccloud.com>

---

Read about the West Yorkshire Police Positive Action Recruitment Campaign - click to find out more:  
<http://www.westyorkshire.police.uk/recruitment/police-officer/equality-employment>

This email transmission may contain confidential or legally privileged information and is intended for the addressee(s) only. If you are not the intended recipient, any disclosure, copying, distribution, retention or reliance upon the contents of this e-mail and any attachment(s) is strictly prohibited and may be unlawful.

If you have received this in error, please use the reply function to notify us immediately and permanently delete the email and any attachment(s) from your computer or electronic device.

West Yorkshire Police reserves the rights to routinely monitor incoming and outgoing e-mail messages and cannot accept liability or responsibility for any errors or omissions in the content and, as internet communications should not be considered as secure, for changes made to this message after it was sent.

Any views or opinions expressed in this message may not be those of the West Yorkshire Police.

This email was scanned for viruses by the West Yorkshire Polices' anti-virus services and on leaving the Force was found to be virus and malware free. You must take full responsibility for any subsequent virus or malware checking.

Prem/04144/001  
MN.

**Nelson, Matthew**

---

**From:** Nelson, Matthew  
**Sent:** 28 February 2018 12:17  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: CAFE BAR 1 THE TERMINUS CROSSGATES LEEDS 15 - NEW PL [NOT PROTECTIVELY MARKED]  
**Attachments:** 280218 new pl police rep.doc

Good Afternoon Matthew

Further to your application for the grant of a premises licence please find attached a copy of the representation on behalf of West Yorkshire Police.

Should you wish to discuss this matter further, please feel free to get in touch on the telephone number below.

Kind regards

Matthew Nelson  
Licensing Officer  
Entertainment Licensing  
Leeds City Council  
Tel: 0113 378 5029  
Fax: 0113 224 3885  
email: [matthew.nelson@leeds.gov.uk](mailto:matthew.nelson@leeds.gov.uk)  
[www.leeds.gov.uk](http://www.leeds.gov.uk)

---

**From:** Patterson, Bob [REDACTED]  
**Sent:** 28 February 2018 12:02  
**To:** Matthew.Nelson(GCSx) [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** CAFE BAR 1 THE TERMINUS CROSSGATES LEEDS 15 - NEW PL [NOT PROTECTIVELY MARKED]

Classification: NOT PROTECTIVELY MARKED

Matthew,  
Please see attached a letter of 'qualified representation' served on behalf of West Yorkshire Police, with regards to the subject premises.

Apologies, but it is not served on the applicant, as it doesn't appear there is an email address with the documents we have received.

If you have one, could you forward it on please – thank you in advance.

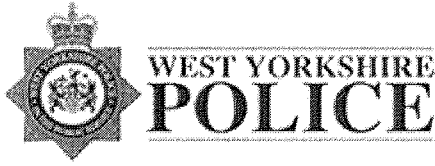
Best regards.

Mr Bob Patterson  
Leeds District Licensing Officer  
Leeds District Licensing Department  
Elland Road, Leeds, LS11 8BU  
Internal: 50214/5  
External: 0113 3859414/5  
To report a crime, please ring 101. Always dial 999 in an emergency.

For the latest news and updates:

Visit our website - [www.westyorkshire.police.uk](http://www.westyorkshire.police.uk)

'Like' us on Facebook - [westyorkshirepolice](https://www.facebook.com/westyorkshirepolice) | 'Follow' us on Twitter - [@WestYorksPolice](https://twitter.com/WestYorksPolice) | 'Watch' us on YouTube [www.youtube.com/999tv](http://www.youtube.com/999tv)



Are You Interested In Being A Special Constable - Click To Find Out More

<http://www.westyorkshire.police.uk/bespecial>

This email transmission may contain confidential or legally privileged information and is intended for the addressee(s) only. If you are not the intended recipient, any disclosure, copying, distribution, retention or reliance upon the contents of this e-mail and any attachment(s) is strictly prohibited and may be unlawful.

If you have received this in error, please use the reply function to notify us immediately and permanently delete the email and any attachment(s) from your computer or electronic device.

West Yorkshire Police reserves the rights to routinely monitor incoming and outgoing e-mail messages and cannot accept liability or responsibility for any errors or omissions in the content and, as internet communications should not be considered as secure, for changes made to this message after it was sent.

Any views or opinions expressed in this message may not be those of the West Yorkshire Police.

This email was scanned for viruses by the West Yorkshire Polices' anti-virus services and on leaving the Force was found to be virus and malware free. You must take full responsibility for any subsequent virus or malware checking.



NOT PROTECTIVELY MARKED



**WEST YORKSHIRE  
POLICE**

*Leeds District Licensing Department*

Leeds District Licensing Department  
Leeds District HQ  
Elland Road  
Leeds  
LS11 8BU

T: [REDACTED]  
E: [REDACTED]  
W: [www.westyorkshire.police.uk](http://www.westyorkshire.police.uk)

28<sup>th</sup> February 2018

**Assembly Bar Group Ltd.  
Premises @ 1 Terminus Parade  
Station Road  
Crossgates  
Leeds  
LS15 7JZ**

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

**RE: PREMISES @ 1 TERMINUS PARADE CROSSGATES LEEDS LS15 7JZ.  
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 recently.

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 1<sup>st</sup> March 2018.

NOT PROTECTIVELY MARKED

## NOT PROTECTIVELY MARKED

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 1<sup>st</sup> March 2018.

-----

### **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:-

**PREMISES @  
1 TERMINUS PARADE  
STATION ROAD  
CROSSGATES  
LEEDS  
LS15 7JZ**

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

#### **Measures / Additional measures proposed:**

- A suitable Closed-Circuit Television (CCTV) system will be operational at the premises at all times when licensable activities are being carried out and at any other times where members of the public are present on the premises,
- The CCTV system will contain the correct time and date stamp information,
- The CCTV system will have sufficient storage retention capacity for a minimum of 31 days' continuous footage which will be of good quality,
- The data controller, under the Data Protection Act 1998, who is responsible for any CCTV images caught on cameras on the premises will, on the lawful request of an authorised officer of a Responsible Authority (under the Licensing Act 2003), be downloaded immediately, or where this is not possible, as soon as reasonably practicable, and supplied to the requesting officer. Where the CCTV images are not supplied at the time of the request being made the data controller will ensure that it is secured to prevent any overwriting,
- The Premise Licence Holder / Designated Premises Supervisor / all members of staff will ask for proof of age from any person appearing to be under the age of 25 who attempts to purchase alcohol at the premises,
- At all times that the premises licence has effect-
  - (a) substantial food will be available, and
  - (b) sufficient tables and chairs will be provided for customers to be seated, where they choose to do so when consuming food on the premises.

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

NOT PROTECTIVELY MARKED

## **NOT PROTECTIVELY MARKED**

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: 28<sup>th</sup> February 2018***

**NOT PROTECTIVELY MARKED**

# NOT PROTECTIVELY MARKED

## 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:

**PREMISES @  
1 TERMINUS PARADE  
STATION ROAD  
CROSSGATES  
LEEDS  
LS15 7JZ**

I / We .....

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:**

NOT PROTECTIVELY MARKED

# NOT PROTECTIVELY MARKED

## PART 3 – to be completed by the applicant or applicant's representative:

Proposed control measures under the Licensing Act 2003

Name & Address of Premises:

**PREMISES @  
1 TERMINUS PARADE  
STATION ROAD  
CROSSGATES  
LEEDS  
LS15 7JZ**

I / We .....

confirm that I am / we are the applicant / the applicants representative (delete as appropriate) for the premises as stated above.

I / We formally advise that we are not prepared to accept the proposed measures as suggested by the West Yorkshire Police.

In this instance we understand that West Yorkshire Police will maintain their representation to my /our application, which will now proceed to a hearing before the Licensing Sub-Committee, at which I / we will be required to attend.

**Signed:**

**Dated:**

NOT PROTECTIVELY MARKED

**NOT PROTECTIVELY MARKED**

**NOT PROTECTIVELY MARKED**