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Appendix C



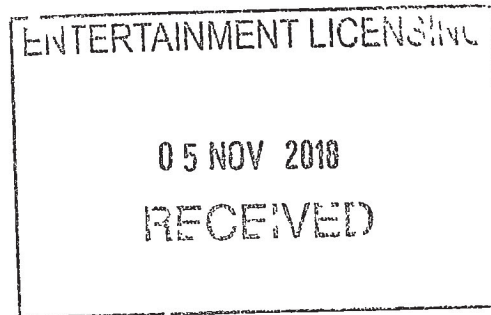
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5th November 2018



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

RE **PIZZA EXPRESS, UNIT 2, MERRION HOUSE, MERRION WAY, LEEDS, LS2 8BB
APPLICATION FOR NEW PREMISES LICENCE – LICENSING ACT 2003
POLICE – LETTER OF REPRESENTATION – ‘QUALIFIED’ OBJECTION**

Thank you for submitting your application for a new premises licence at the above address

The premises are situated in an area of the Leeds City Centre, which is currently subject to a policy of Cumulative Impact as identified in the current 2014-2018 Statement of Licensing Policy of Leeds City Council

This particular area of the City, is classed as being an “amber area”

In accordance with the licensing authority’s document quoted above, as an amber area, on receipt of relevant representations to promote the licensing objectives, it is the council’s policy to seek additional measures, to address the problems associated within that area

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 public safety

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

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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

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

PART 1 - to be completed by the Responsible Authority

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

**PIZZA EXPRESS
UNIT 2, MERRION HOUSE
MERRION WAY
LEEDS
LS2 8BB**

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

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 cover all areas of the premises occupied by the public under the terms of the licence, including corridors and stairways (excluding WCs and changing rooms)
- The CCTV system will cover the main entrance/s and exit/s and designated emergency egress routes from the premises
- The CCTV system will cover all external areas of the premises occupied by the public i.e queuing areas beer gardens smoking areas and car parks
- 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
- A designated member / members 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 of the Licensing Authority or a Responsible Authority (under the Licensing Act 2003) any CCTV footage as requested, will be downloaded immediately or secured to prevent any overwriting The CCTV footage material will be supplied, on request, to an authorised officer of the Licensing Authority or a Responsible Authority

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- The PLH/DPS 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 registration numbers of any door staff involved or to whom the incident was reported, the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported, 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 produced for inspection immediately on the request of an authorised officer
- The premises shall be and remain predominantly food led

An agreed minimum number of covers will be maintained at all times the premises are operating

- The minimum number of covers to be maintained will be _____

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

PC 5548 Cath Arkle
Leeds District Licensing Officer
West Yorkshire Police

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