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Prem/00469/005

Appendix E



**WEST YORKSHIRE  
POLICE**

*Leeds District Licensing Department*

Leeds District Licensing Department  
First Floor  
Elland Road DHQ  
Elland Road  
Leeds  
LS11 8BU



22nd February 2019



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

RE **Pack Horse Hotel, 208 Woodhouse Lane, Headingley, Leeds, LS2 9DX**  
**APPLICATION TO VARY A PREMISES LICENCE – LICENSING ACT 2003**  
**POLICE – LETTER OF REPRESENTATION – ‘QUALIFIED’ OBJECTION**

Thank you for submitting your application to vary the premises licence at the above address that we received on 31<sup>st</sup> January 2019

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, we are of the opinion that the licensing objectives could be met should you be prepared to incorporate certain identified measures within your operating schedule as conditions

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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 as conditions

Alternatively, should you disagree with the proposed measures, then please complete **Part 3** and return the complete document to this office as soon as possible

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## 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-

**Pack Horse Hotel,  
208 Woodhouse Lane,  
Headingley,  
Leeds,  
LS2 9DX**

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

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 be of a satisfactory resolution quality, which will enable the identification of persons and activities, and other fine details such as vehicle registration number plates. The CCTV system will contain the correct time and date stamp information

Regular documented checks to be carried out of the external area by competent staff and records must be kept and made available for inspection by an authorised officer

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

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officer (To replace offered condition no 4 in section b) prevention of crime and disorder on the application form )

The premises licence holder and/or designated premises supervisor will belong to a recognised trade body or Pub Watch Scheme where one exists, whose aims include the promotion of the licensing objectives (due to removal of annex 2)

A minimum of 16 seats with tables to be maintained at all times in the external additional trade area

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

  
Leeds District Licensing Officer  
West Yorkshire Police

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