

## Nelson, Matthew

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**From:** Foster, Lorraine [REDACTED]  
**Sent:** 28 February 2020 17:51  
**To:** Blenkhorn, Sarah; Entertainment Licensing; Simpson, Christine  
**Cc:** Archibald, Janice; Patterson, Bob; Parker, David  
**Subject:** RE: Application for a premises licence , Leeds Becketts Carnegie [OFFICIAL]

Yes Please.

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**From:** Blenkhorn, Sarah [mailto:sarah.blenkhorn@westyorkshire.pnn.police.uk]  
**Sent:** 28 February 2020 16:53  
**To:** Entertainment Licensing <Entertainment.Licen@leeds.gov.uk>; Simpson, Christine [REDACTED]; Foster, Lorraine [REDACTED]  
**Cc:** Archibald, Janice <Janice.Archibald@leeds.gov.uk>; Patterson, Bob <bob.patterson@westyorkshire.pnn.police.uk>; Parker, David <David.Parker@westyorkshire.pnn.police.uk>  
**Subject:** FW: Application for a premises licence , Leeds Becketts Carnegie [OFFICIAL]

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Classification: OFFICIAL

Dear Entertainment Licensing

Slight amendment to the below – crossed wires – the opening time is to remain at 0700 hrs but the sale/supply of alcohol is to be from 0930 hrs.

Thank you

Sarah

Sarah Blenkhorn

Licensing Officer

West Yorkshire Police

Leeds District Licensing Department

Office External: 0113 3859416

Office Internal: 50216

Mobile: 07595009221

[sarah.blenkhorn@westyorkshire.pnn.police.uk](mailto:sarah.blenkhorn@westyorkshire.pnn.police.uk)

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**From:** Blenkhorn, Sarah  
**Sent:** 28 February 2020 16:33  
**To:** Entertainment Licensing <[Entertainment.Licen@leeds.gov.uk](mailto:Entertainment.Licen@leeds.gov.uk)>; 'Foster, Lorraine' [REDACTED]  
'Simpson, Christine' [REDACTED]

**Cc:** Patterson, Bob <[bob.patterson@westyorkshire.pnn.police.uk](mailto:bob.patterson@westyorkshire.pnn.police.uk)>; Parker, David <[David.Parker@westyorkshire.pnn.police.uk](mailto:David.Parker@westyorkshire.pnn.police.uk)>; Archibald, Janice <[Janice.Archibald@leeds.gov.uk](mailto:Janice.Archibald@leeds.gov.uk)>  
**Subject:** FW: Application for a premises licence , Leeds Becketts Carnegie [OFFICIAL]

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Entertainment Licensing,

Please see the email below as formal confirmation from Leeds Becketts Carneige that we have agreed conditions and amended timings that should be incorporated into the licence alongside those conditions already offered by the University in their or original application.

I am also sending the previous email chain so you can see that Christine Simpson who put the application in, forwarded my initial emails to Lorraine who is head of security. This if for reference only.  
Please use this email for the condition wording as below.

Many thanks  
Sarah

Sarah Blenkhorn  
Licensing Officer  
West Yorkshire Police  
Leeds District Licensing Department  
Office External: 0113 3859416  
Office Internal: 50216  
Mobile: 07595009221  
[sarah.blenkhorn@westyorkshire.pnn.police.uk](mailto:sarah.blenkhorn@westyorkshire.pnn.police.uk)  
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**From:** Foster, Lorraine [REDACTED]  
**Sent:** 28 February 2020 14:27  
**To:** Blenkhorn, Sarah <[sarah.blenkhorn@westyorkshire.pnn.police.uk](mailto:sarah.blenkhorn@westyorkshire.pnn.police.uk)>  
**Cc:** Simpson, Christine [REDACTED]  
**Subject:** RE: Application for a premises licence , Leeds Becketts Carnegie [OFFICIAL]

Sarah this is fine

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**From:** Blenkhorn, Sarah <[sarah.blenkhorn@westyorkshire.pnn.police.uk](mailto:sarah.blenkhorn@westyorkshire.pnn.police.uk)>  
**Sent:** 28 February 2020 14:03  
**To:** Foster, Lorraine [REDACTED]  
**Subject:** Application for a premises licence , Leeds Becketts Carnegie [OFFICIAL]

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Hi Lorraine , please confirm you are happy with the below conditions.

“A suitable closed circuit Television (CCTV) system will be in operation at the premises at all times when it is being used for the provision of licensable activities and/or when members of the public are permitted to be on the premises. The CCTV system will record images to cover all areas of the premises to which the public have access (save for toilets), including any external areas of the premises such as car parks and beer gardens. The CCTV system will be capable of retaining images for a minimum of **21** days, will be of good quality and will contain the correct time and date stamp information. **Already agreed by you**

The CCTV system and images will be kept in a secure environment to which members of the public will not be permitted access. **Already agreed by you**

Police to have access to the control room where the CCTV system is located for live, on-ongoing incidents ( security manager or Governance approval required first)”. **Already agreed by you**

At least one member of staff will be on duty at the premises who is capable of operating the system and [reviewing](#) images recorded by it. These images will be downloaded and provided, on request, to an officer of a responsible authority. Any incidents of crime and disorder, public nuisance or safety will be downloaded by staff operating the CCTV as soon as [practicable following the request](#).

“The premises licence holder and/or designated premises supervisor will ensure that an Incident Report Register is maintained on the premises [via the security incidents report system](#) to record incidents such as anti social behaviour, admissions refusals and ejections from the premises. Details to be included are 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 records will be retained for a period of twelve months and the details [printed](#) for inspection upon the request of an authorised officer”.

“All events will risk assessed individually”

Closing at 2215 hrs. – **already agreed by you**

Opening time now 0930

Supply/sale of alcohol to commence at 0930 hrs

Many thanks

Sarah

Sarah Blenkhorn  
Licensing Officer  
West Yorkshire Police  
Leeds District Licensing Department  
Office External: 0113 3859416  
Office Internal: 50216  
Mobile: 07595009221

[sarah.blenkhorn@westyorkshire.pnn.police.uk](mailto:sarah.blenkhorn@westyorkshire.pnn.police.uk)

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