

From: [Massey, Bridget](mailto:Massey.Bridget@leeds.gov.uk)
To: [Duckworth, Sue](mailto:Duckworth.Sue@leeds.gov.uk)
Subject: FW: DOCKSIDE APPLICATION RESIDENTS PREM/04540/001 (ALL243/6)
Date: 11 August 2020 11:52:50
Attachments: [image001.png](#)
[Smoking Polvcv.doc](#)
[Dispersal Polvcv.doc](#)
[Operatino Schedule - Tracked.doc](#)
[Letter to Residents - The Dockside.pdf](#)

From: Rebecca Ingram [<mailto:RebeccaIngram@kuits.com>]
Sent: 24 June 2020 15:16
To: Massey, Bridget <Bridget.Massey@leeds.gov.uk>
Subject: RE: DOCKSIDE APPLICATION RESIDENTS PREM/04540/001 (ALL243/6)

Hi Bridget,

Hope you're well. As the email addresses are not provided in the representations, please could I ask you to circulate the attached letter and enclosures to the residents who have objected?

I will contact [REDACTED] direct, and [REDACTED] need not be included in your circulation as his representation was in support. However, if you could circulate to the others that would be much appreciated.

You will see that the letter provides contact details for my client, but if any of the objectors would rather respond through you and me, that's absolutely fine from my point of view.

Any queries, please do let me know.

Kind regards,

Becki

Rebecca Ingram

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Team accolades

Regulatory Team of the Year (Finalist) - Manchester Legal Awards 2019
 Ranked in Chambers & Partners
 Ranked in Legal 500 - Tier 1
 Property Law Firm of the Year (Shortlisted) - Insider North West Property Awards 2018
 Law Firm of the Year (Shortlisted) - Insider North West Residential Property Awards 2019
 Manchester Legal Awards ♦ Regulatory Team of the Year (Finalist)

Personal accolades

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 Young Lawyer of the Year (Shortlisted) - Insider Young Professionals Awards 2018
 Chambers & Partners Associate to Watch
 Legal 500 Recommended Lawyer
 Made in Manchester Awards 2020 - Lawyer of the Year (Shortlisted)

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Given the current circumstances, access to hard copy post is currently limited. Please email all correspondence where possible to ensure it is dealt with in a timely manner. All original deeds and documents that require a witness must still be posted in the usual way and we ask that you inform the lawyer dealing with your matter that you have sent hard copy documents into the office. Over the coming days and weeks, Kuits will also be publishing practical information and insights on how to minimise the impact of the current environment on your business operations. You can find these in our [Coronavirus Knowledge Centre](#).

Alternatively, to ensure these reach you, [please sign up to receive alerts here](#). Please ensure you tick "News and Insights" on the form. Selecting your business sector will help us tailor relevant information to you.

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Firm recognition and accolades



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From: Massey, Bridget [<mailto:Bridget.Massey@leeds.gov.uk>]
Sent: 12 June 2020 10:15
To: Rebecca Ingram
Subject: DOCKSIDE APPLICATION RESIDENTS PREM/04540/001

This email originated from outside of Kuits. Please use caution before clicking on any link or following instructions within. Also DO NOT SIGN-IN with your corporate account details. If you have any doubt please contact the Kuits IT Team.
 Dear Rebecca

Please find attached the reps and support for DOCKSIDE

Any problems

Please let me know

Have a good weekend

Regards

Bridget

Bridget Massey
 Licensing Officer
 Entertainment Licensing
 Leeds City Council
 Communities & Environment
 Telephone 0113 3785336

Email: bridget.massey@leeds.gov.uk

Dear Residents,

The Dockside – New Premises Licence Application

I write in relation to the above application, which has recently come out of consultation.

I have received your representation from Leeds City Council, and have had the opportunity to review and discuss internally. I absolutely understand the concerns that you raise, but I hope that I am able to provide some comfort here in terms of our proposals and how we will ensure that these do not impact on you.

The Dockside will be a new build space within the public realm area, on the waterside and actually cantilevering onto the water.

The concept of the venue is to be geared towards a premium food and drink offering, with as much emphasis on the daytime operation as the evening. Coffees, lunches and remote working will be a key area of focus for the project and for the sorts of customers we are looking to attract. Craft beers, cocktails and similar will also play a part in this, however, this will be part of a well-managed and predominately seated environment.

Our ambition is that this will be a space that will serve the local community, and be an attractive and valuable addition to the area.

As part of that, we of course do not want to alarm you as our neighbours in terms of our proposals, and as such we have discussed what amends we can make to address the concerns that you have raised.

Many of you have made reference to the hours sought within the application, and in particular those on a Thursday – Saturday. Many of you suggest that we might wish to restrict hours for the sale of alcohol to 23:00 daily. We have considered this carefully, and whilst we had hoped to be able to operate a little later, we are conscious that we want this to be something that the local community endorses and is excited about. As such, we would be happy to agree to this reduction in hours, subject to you being willing to agree your representations on that basis.

Another issue many reference is the hours for the use of the external areas. You may have noted that we proposed a cut off time for the use of those areas for drinking and dining, after which time the area would be used only for smoking. We had proposed 23:00 as this cut off time, but in light of the reduction to hours detailed above, again we would be happy to reduce this to 22:00, again subject to you being willing to agree your representations on that basis.

We do hope that you consider these proposals to be reasonable.

We are also happy to agree to some further conditions suggested throughout some of the representations received (although some suggested are actually already contained in our operating schedule).

To summarise therefore, we would propose the following:

- Hours for sale alcohol to be 10:00 – 23:00 daily

- Hours for late night refreshment to be 23:00 – 23:30 daily
- Hours for opening to be 10:00 – 23:30 daily
- Condition C10 of our proposed operating schedule (original numbering) to be amended to read as follows: ‘Patrons shall not use the external areas (save for smoking) after 10pm daily.’
- Condition C6 (original numbering) to be amended to read as follows: ‘Doors and windows at the premises are to remain closed after 9pm, save for access and egress.’
- Some other minor amendments to wording within our operating schedule.
- The following condition added to our proposed operating schedule:
 - The premises licence holder shall ensure that patrons use the external areas in a manner which does not cause disturbance to nearby residents and businesses in the vicinity.

I attach a tracked operating schedule showing the full extent of the proposed conditions, with the above included.

There is some suggestion that conditions should be included to restrict live and recorded music. It is notable that we have not sought live or recorded music as part of this application, so this could only be provided under the provisions of the Live Music Act 2012 – i.e. not beyond 23:00 daily.

I would also flag that we take on board comments made with regards to the management of the external area and the management of dispersal. We have proposed comprehensive al-fresco dining and dispersal policies, which will ensure that staff manage these potential issues carefully to avoid them impacting on our neighbours. I also attach further copies of those policies here and wish to take this opportunity to assure you that they will be implemented to the letter.

The premises will be traded by an excellent operator who wants to be a part of the community and understands the importance of doing that.

We very much hope that the above amendments to the application will provide comfort to you, and if you feel able to agree your representation on this basis, I would be most grateful if you could confirm that to me – my email address is [REDACTED]

However, if you have continuing queries or concerns, I would be very happy to set up a ‘virtual’ residents meeting so that we can discuss with you. In usual times I would invite you to meet in any case, but of course that is difficult at present.

I look forward to hearing from you.

Yours sincerely,

Ross Lancaster

For and on behalf of Allied London

OPERATING SCHEDULE

A) The Prevention of Crime and Disorder

1. A CCTV system shall be maintained and operated at the premises with cameras positioned both internally and externally.
2. Recorded CCTV images will be maintained and stored for a period of thirty-one days and shall be produced to the Police or Licensing Authority upon request.
3. CCTV will be in operation at any time a person is in the premises. Where CCTV is recorded onto a hard drive system, any DVDs subsequently produced will be in a format so it can be played back on a standard PC or DVD player.
4. Any person left in charge of the premises must be trained in the use of any such CCTV equipment, and be able to produce CCTV images to an officer from a responsible authority upon request.
5. SIA registered door staff shall be employed at the premises, in accordance with a risk assessment, to be carried out by the DPS. When employed, door staff will wear high visibility armbands.
6. When employed, a register of those door staff employed shall be maintained at the premises and shall include:
 - (i) the number of door staff on duty;
 - (ii) the identity of each member of door staff;
 - (iii) the times the door staff are on duty.
7. Open containers of alcohol shall not be removed from the premises, save for consumption in any delineated external area for the use of customers of the premises.
8. Staff will be trained in the requirements of the Licensing Act 2003 with regard to the licensing objectives, the laws relating to under age sales and the sale of alcohol to intoxicated persons, and that training shall be documented and repeated at 6 monthly intervals.
9. A refusals book will be maintained at the premises, and made available to an officer of a responsible authority upon request.
10. A supervisors register will be maintained at the premises, showing the names, addresses and up-to-date contact details for the designated premises supervisor and all personal licence holders.
11. The supervisors register will state the name of the person who is in overall charge of the premises at each time that licensed activities are carried out, and this information will be retained for a period of twelve months and produced for inspection on request to an authorised officer.
12. An incident report register will be maintained at the premises. The incident report register will contain consecutively numbered pages, the date, time and location of any 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 incident and/or crime number (if any) and the names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.
13. The incident report register will be produced for inspection immediately on the request of any authorised officer and will be retained on the premises for a period of twelve months from the date of the last entry.

B) Public Safety

1. A first aid box will be available at the premises at all times.
2. Regular safety checks shall be carried out by staff.
3. Management shall liaise with the Fire Authority as necessary to ensure compliance with all necessary fire regulations.
4. The premises shall maintain public liability insurance.

C) The Prevention of Public Nuisance

1. Noise from amplified music or voices shall not be such as to cause a noise nuisance to occupants of nearby premises.
2. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
3. The exterior of the building shall be cleared of litter at regular intervals.
4. Notices will be positioned at the exits to the building and exits to the external area requesting customers to leave in a quiet manner.
5. A Smoking Policy and Dispersal Policy will be implemented and adhered to (see attached).
6. Doors and windows at the premises are to remain closed after 9pm, save for access and egress.
7. The emptying of bins into skips, bottles into any external receptacle and refuse collections will not take place between 11pm and 7am.
8. There shall be no external loudspeakers.
9. The premises licence holder shall ensure that external areas are clearly delineated and that patrons use the external areas in a manner which does not cause disturbance to nearby residents and businesses in the vicinity.
10. The activities of persons using the external areas shall be monitored regularly, and customers shall be reminded to have regard to the needs of local residents and to refrain from shouting and anti social behaviour etc. when necessary.
11. Patrons shall not use the external areas (save for smoking) after 10pm daily.

D) The Protection of Children From Harm

1. A "Challenge 25" Policy shall be implemented in full and appropriate identification sought from any person who appears to be under the age of 25. The only acceptable forms of ID are photographic driving licences, passports, HM forces warrant cards, EU/EEA national ID card or similar document or a form of identification with the "PASS" hologram.
2. Staff training will include the Challenge 25 Policy and its operation. In particular, staff shall be trained to take such action as is necessary to prevent the sale of alcohol to persons over the age of 18 where those customers are engaged in the distribution of alcohol to persons under the age of 18. The training must be given to a new member of staff before they commence employment and all staff must receive refresher training every 6 months.

3. Notices advising what forms of ID are acceptable must be displayed.
4. Notices must be displayed in prominent positions indicating that the Challenge 25 policy is in force.

THE DOCKSIDE

SMOKING & AL FRESCO DINING POLICY

1. Any outside area used by customers wishing to dine, drink or smoke shall be clearly delineated and covered by the CCTV system which will be installed at the premises.
2. The outside area shall be monitored by staff or door staff (when employed) regularly when it is in use.
3. The area will be cleaned regularly.
4. Suitable receptacles shall be provided for smokers to dispose of cigarette butts.
5. Signs will be displayed in the area requesting customers keep noise to a minimum.
6. Patrons who disregard signage and verbal instructions regarding noise will be asked to move inside and/or leave the premises.
7. Open containers of alcohol shall not be permitted to be taken beyond the boundary of the outside area.