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**Leeds District Licensing Department**

West Yorkshire Police,  
Leeds district Headquarters,  
Elland Road,  
Leeds  
LS118BU

Tel: [REDACTED]

Email: [REDACTED]

Your ref: **PREM/04519/001**  
Our ref:

7<sup>th</sup> April 2020

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

cc. **Chritopher REES-GAY, Pinsent Masons  
Bobby SAGOO, Grace and Tailor**

**RE: Mint Festival, Newsam Green Farm, Newsam Green, Pontefract Lane, Leeds, LS15 9AD**

**APPLICATION FOR A PREMISES LICENCE – LICENSING ACT 2003:  
POLICE – LETTER OF REPRESENTATION – ‘QUALIFIED’ OBJECTION:**

West Yorkshire Police are of the opinion that the application contains insufficient information about how the applicant intends to meet the licensing objectives.

We therefore confirm that we are submitting a formal representation against the application on the grounds of:-

1. the prevention of crime & disorder
2. public safety

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

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 the application.

Should the applicant be in agreement with the suggested measures then they should 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 their consent at **Part 2**, it will be taken that the applicant signify their wishes for the licensing authority to amend their operating schedule to incorporate the proposed measures as conditions.

Alternatively should the applicant disagree with the proposed measures, then they should complete **Part 3** and again 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 / conditions under the Licensing Act 2003 (in **addition** to those that the applicant may have already offered within the licence application and operating schedule), for the premises-:

**MINT FESTIVAL,  
NEWSAM GREEN FARM,  
NEWSAM GREEN,  
PONTEFRACT LANE,  
LEEDS,  
LS15 9AD**

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

### **Additional measures proposed:**

- Any authorised officer of the Responsible Authorities shall have free access to all parts of the licensed site whilst the licence is in force for the purposes of supervising the compliance of the licence conditions and Event.
- The Premises Licence Holder or a nominated person shall be in charge of and remain upon the licensed site whilst the site is being used for licensable activities. Any person nominated will be recorded in the supervisors register.
- A means to allow the Licensing Authority or responsible authority information as is necessary to enable an audit of ticket sales shall be provided.

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- 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 31 days, will be of good quality and will contain the correct time and date stamp information. The CCTV system and images will be kept in a secure environment to which members of the public will not be permitted access. At least one member of staff will be on duty at the premises who is capable of operating the system and downloading images recorded by it. These images will be downloaded and provided, on request, to an officer of a responsible authority.
- A supervisor's register will be maintained at the licensed site to identify the names and licence details of any other Personal Licence Holders at the licensed site who are to authorise the sale of alcohol. This register will be produced for immediate inspection by any authorised officer of the Responsible Authorities, and shall be retained by the Premises Licence Holder nominated person for a period of 12 months after the event.
- The premises licence holder and/or designated premises supervisor 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 retained by the premises licence holder for a period of twelve months and produced for inspection immediately on the request of an authorised officer.
- The age verification policy adopted by the premises, in respect of the sale or supply of alcohol will be Challenge 25, which means that those seeking to purchase alcohol at the premises who appear to be under the age of 25 will be required to provide acceptable evidence (as approved by West Yorkshire Police) that they are 18 years of age (or older) before any alcohol is sold or supplied to them.
- Empty bottles and glasses will be collected regularly and promptly. Glass and other sharp objects will be stored and disposed of safely using suitable receptacles. Receptacles will be secured and not accessible to the customers.
- Patrons are not permitted to remove open bottles or glasses from the premises.
- A written drugs policy will be provided and maintained which will include a zero tolerance to any drugs or psychoactive substances entering or to be in the possession of anybody on the site.
- A register will be maintained to record all security and steward personnel working on the licensed site. Details recorded in the register will include: the full name of each individual employed, accompanied by their date of birth, home address, employer, their unique personal identification number allocated for the purpose of the event, and registration number held with the SIA (if applicable). The register must also contain records of the date and times during which the individuals commenced and finished duty which a signed acknowledgement by each individual. This register will be produced for immediate inspection by any authorised officer of the Responsible Authorities, and shall be retained by the Premises Licence Holder nominated person for a period of 12 months after the event.
- SIA Registered door staff will be employed and used where queues are likely to form to manage the queues
- Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.
- A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.

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- Notices will be prominently displayed at the entrances of the premises which state:
  - a search will be conducted as a condition of entry to premises;
  - Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register.
  - Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; or appears to be under the influence of drugs.
  - entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances
- All drinks that are to be consumed on the premises will be served in plastic (or similar) containers.
- The premises licence holder and/or designated premises supervisor will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises.
- A facility will be provided for customers to order Hackney taxis/private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent position on the premises.

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 as conditions 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.

 David Parker  
Leeds District Licensing Officer

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**From:**Parker, David

**Sent:**14 Apr 2020 11:58:36 +0100

**To:**Entertainment Licensing

**Cc:** [REDACTED]

**Subject:**RE: PREM/04519/001 – Mint Festival, Newsam Green Farm, Newsam Green, Pontefract Lane, Leeds, LS15 9AD [OFFICIAL] [PM-AC.FID4321800] [OFFICIAL SENSITIVE OPERATIONAL]

Classification: OFFICIAL

Good Morning,

For clarification I can confirm that subject to the below being incorporated as outlined West Yorkshire Police will withdraw our previous representation dated the 7<sup>th</sup> of April.

Regards

Dave

David Parker

Leeds District Licensing,

West Yorkshire Police,

Enterprise House,

Leeds

[REDACTED]

[REDACTED]

**From:** Parker, David

**Sent:** 14 April 2020 10:14

**To:** entertainment.licensing@leeds.gov.uk

**Cc:** [REDACTED]

**Subject:** PREM/04519/001 – Mint Festival, Newsam Green Farm, Newsam Green, Pontefract Lane, Leeds, LS15 9AD [OFFICIAL] [PM-AC.FID4321800] [OFFICIAL SENSITIVE OPERATIONAL]

Classification: OFFICIAL SENSITIVE OPERATIONAL

Good Morning,

With regards the application:

PREM/04519/001 – Mint Festival, Newsam Green Farm, Newsam Green, Pontefract Lane, Leeds, LS15 9AD

We note the information that the event will not be taking place in 2020.

The below refers to the proposed holding of the event in 2021.

I can state on behalf of West Yorkshire Police subject to the following being incorporated into the licence we have no representations with regards this application:

- The agreed conditions, shown within the below e-mail, being incorporated into the operating schedule.
- Where appropriate, the agreed conditions will replace similar worded conditions within the original operating schedule dated 11.3.20.
- With exception to the above the inclusion of the conditions offered in the original operating schedule dated 11.3.20 being retained.

If you have any issues with regards the above please do not hesitate to contact me directly.

Regards

David Parker

Leeds District Licensing,

West Yorkshire Police,

Enterprise House,

Leeds

[REDACTED]

[REDACTED]

**From:** REES-GAY Christopher [REDACTED]  
**Sent:** 13 April 2020 19:59  
**To:** Parker, David <[David.Parker@westyorkshire.pnn.police.uk](mailto:David.Parker@westyorkshire.pnn.police.uk)>  
**Cc:** Bobby Sagoo [REDACTED]; Wood, Jane [REDACTED] Nelson, Matthew [REDACTED]  
**Subject:** THIS ONE FIRST PLEASE PREM/04519/001 – Mint Festival, Newsam Green Farm, Newsam Green, Pontefract Lane, Leeds, LS15 9AD [OFFICIAL] [PM-AC.FID4321800]

Dear David, Jane,

I hope you and yours are well, apologies I realised I missed the conditions on page 2, now all incorporated!!

**David** – My client is happy to agree to your proposed conditions (identical to those in your letter), namely:

- Any authorised officer of the Responsible Authorities shall have free access to all parts of the licensed site whilst the licence is in force for the purposes of supervising the compliance of the licence conditions and Event.

- The Premises Licence Holder or a nominated person shall be in charge of and remain upon the licensed site whilst the site is being used for licensable activities. Any person nominated will be recorded in the supervisors register.
- A means to allow the Licensing Authority or responsible authority information as is necessary to enable an audit of ticket sales shall be provided.
  - 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 31 days, will be of good quality and will contain the correct time and date stamp information. The CCTV system and images will be kept in a secure environment to which members of the public will not be permitted access. At least one member of staff will be on duty at the premises who is capable of operating the system and downloading images recorded by it. These images will be downloaded and provided, on request, to an officer of a responsible authority.
  - A supervisor's register will be maintained at the licensed site to identify the names and licence details of any other Personal Licence Holders at the licensed site who are to authorise the sale of alcohol. This register will be produced for immediate inspection by any authorised officer of the Responsible Authorities, and shall be retained by the Premises Licence Holder nominated person for a period of 12 months after the event.
  - The premises licence holder and/or designated premises supervisor 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 retained by the premises licence holder for a period of twelve months and produced for inspection immediately on the request of an authorised officer.
  - The age verification policy adopted by the premises, in respect of the sale or supply of alcohol will be Challenge 25, which means that those seeking to purchase alcohol at the premises who appear to be under the age of 25 will be required to provide acceptable evidence (as approved by West Yorkshire Police) that they are 18 years of age (or older) before any alcohol is sold or supplied to them.
  - Empty bottles and glasses will be collected regularly and promptly. Glass and other sharp objects will be stored and disposed of safely using suitable receptacles. Receptacles will be secured and not accessible to the customers.
  - Patrons are not permitted to remove open bottles or glasses from the premises.
  - A written drugs policy will be provided and maintained which will include a zero tolerance to any drugs or psychoactive substances entering or to be in the possession of anybody on the site.
  - A register will be maintained to record all security and steward personnel working on the licensed site. Details recorded in the register will include: the full name of each individual



employed, accompanied by their date of birth, home address, employer, their unique personal identification number allocated for the purpose of the event, and registration number held with the SIA (if applicable). The register must also contain records of the date and times during which the individuals commenced and finished duty which a signed acknowledgement by each individual. This register will be produced for immediate inspection by any authorised officer of the Responsible Authorities, and shall be retained by the Premises Licence Holder nominated person for a period of 12 months after the event.

- SIA Registered door staff will be employed and used where queues are likely to form to manage the queues
  - Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.
  - A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.
- 
- Notices will be prominently displayed at the entrances of the premises which state:
    - a search will be conducted as a condition of entry to premises;
    - Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register.
    - Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; or appears to be under the influence of drugs.
    - entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances
  - All drinks that are to be consumed on the premises will be served in plastic (or similar) containers.
  - The premises licence holder and/or designated premises supervisor will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises.
  - A facility will be provided for customers to order Hackney taxis/private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent position on the premises.

As such, can I please ask that your representation is withdrawn.

**Jane** – Again, the operating schedule submitted had a number of similar conditions proposed, I am flagging this so that these can be removed to avoid duplication (should the application be granted).

Many thanks

Chris

Christopher Rees-Gay  
Associate  
for Pinsent Masons LLP

[REDACTED]

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*Winner – ‘Law Firm of the Year’ at The Lawyer Awards 2018*

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**From:** Parker, David [REDACTED]

**Sent:** 07 April 2020 09:16

**To:** REES-GAY Christopher; Bobby Sagoo

**Subject:** [EXTERNAL] FW: PREM/04519/001 – Mint Festival, Newsam Green Farm, Newsam Green, Pontefract Lane, Leeds, LS15 9AD [OFFICIAL]

Classification: OFFICIAL

Good Morning,

Our department is currently working agile.

If you wish to contact me with regards the attached my current telephone number is [REDACTED]

Regards

David Parker

Leeds District Licensing,

West Yorkshire Police,

Enterprise House,

Leeds

[REDACTED]

**From:** Parker, David

**Sent:** 07 April 2020 09:03

**To:** [entertainment.licensing@leeds.gov.uk](mailto:entertainment.licensing@leeds.gov.uk)

**Cc:** 'Christopher.Rees-Gay@pinsentmasons.com' [REDACTED] 'Bobby Sagoo' [REDACTED]

**Subject:** PREM/04519/001 – Mint Festival, Newsam Green Farm, Newsam Green, Pontefract Lane, Leeds, LS15 9AD [OFFICIAL]

Classification: OFFICIAL

Good Morning,

Please find the attached qualified representation for the variation of the licence application PREM/04519

Regards

Dave

David Parker


Leeds District Licensing,

West Yorkshire Police,

Enterprise House,

Leeds

[REDACTED]



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<http://www.westyorkshire.police.uk/recruitment/police-officer/equality-employment>

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