

From: [Patterson, Bob](#)
To: [Musson, Martyn](#); [Entertainment Licensing](#)
Cc: Paul Owen; [REDACTED]
Subject: FW: BURLEY CONSERVATIVE CLUB - CLUB PREMISES CERT TO PREMISES LICENCE
Date: 15 October 2021 12:13:47
Attachments: [image001.png](#)
[image002.png](#)
[20211008 Proforma Risk Assessment V8 Burley Cons Club.pdf](#)
[20211008 Burley Cons Club Premises Proforma.pdf](#)

Good afternoon Martyn / LCC ELS,

Please see attached two documents for your records, completed by Paul Owen on behalf of the club in this matter.

One document establishes the direction the club wishes to take in the future, with regards to who it intends to allow on the premises with a licence, and how it has arrived there.

The other is a standard V8 pro-forma, completed as usual.

**I notice boxes are ticked other than just under the Crime & Disorder category, so this may effect communication you have already had with other RA's, which is why I have sent this email well before the deadline.

With regards to the CCTV condition part of the completed V8 pro-forma, the situation with regards the period of CCTV image retention (31 days V8 / 14 days application), has since been queried and resolved with Paul Owen – I copy paste his reply of the 11th October directly below in italics-

Hi Bob,

I have spoken to the club and I am told the cctv system does currently retain data for 31 days and as a consequence the club are agreeable to the relevant box being ticked on the V8 form.

--

Kind Regards

Paul

Therefore, can you please take it as confirmed that the relevant box of the V8 pro-forma is ticked.

If you need Paul to submit a further V8 with the CCTV box actually ticked, then that is a matter for yourself?

As far as the police are concerned, the matter is resolved by Paul's email reply above.

So, all in all, providing all the boxes of the V8 pro-forma ticked under the crime and disorder tab, translate to conditions of the operating schedule of the premises licence on issue, West Yorkshire Police have no representations to make with regards to this application.

Thank you in advance.

Best regards.

Mr Bob Patterson
Leeds District Licensing Officer

Leeds District Licensing Department

Enterprise House

St. Paul's Street

Leeds LS1 2LE

Internal: None presently

External: None presently

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From: Paul Owen [REDACTED]
Sent: 08 October 2021 14:08
To: Patterson, Bob [REDACTED]
Cc: Blenkhorn, Sarah [REDACTED]; Parker, David [REDACTED]
Subject: Re: BURLEY CONSERVATIVE CLUB - CLUB PREMISES CERT TO PREMISES LICENCE

Hi Bob,

Please find attached the completed Club Premises Proforma and Proforma Risk Assessment V8.

Any queries please don't hesitate to contact me.

Kind Regards

Paul Owen

On behalf of Burley Conservative Club

From: "Patterson, Bob" [REDACTED]
Date: Thursday, 7 October 2021 at 15:42
To: Paul Owen [REDACTED]
Cc: "Blenkhorn, Sarah" [REDACTED], "Parker, David" [REDACTED]
Subject: BURLEY CONSERVATIVE CLUB - CLUB PREMISES CERT TO PREMISES LICENCE

Dear Mr Owen (Paul),

Good afternoon.

I email in connection with the proposed change of authorisation by the Burley Conservative Club, from its current Club Premises Certificate (CPC) to a Premises Licence (PL).

It is not entirely clear from the application, but I am led to believe by a licensing officer of Leeds City Council, that the application is made due to the club wishing to allow in the future, the access of persons other than members and guests in to the club (or to some extent at least)?

Assuming there is some truth in this, and at this initial stage, I attach a guidance document which was put together by Leeds City Council and West Yorkshire Police some years ago now (although still relevant), to cover this very situation the Burley Con Club now finds itself in, of changing from a CPC to a PL.

The guidance document also includes a Pro-Forma on pages 3 and 4, which I would ask the club, or you on behalf of the club, to complete and return please.

The options available within the questions of the Pro-Forma are purely at the discretion of the club, and how it wishes to continue to operate in the future under it's PL.

There is no preferred route the police think the club should take here, it is merely a questionnaire to establish exactly how the club itself wishes to operate in the future, and how the club has arrived at that decision.

However, depending on how the club completes the Pro-Forma, this will then determine further if any additional crime prevention measures / conditions are necessary to promote the licensing objectives.

So with this in mind, I also attach a V8 – pro-forma risk assessment, which the other CPC to PL guidance document refers to.

This is a formal document of Leeds City Council, used in conjunction with all other 'responsible authorities' in the licensing district of Leeds, including West Yorkshire Police.

In terms of the 'crime prevention measures' (conditions), it is a 'fit for all purpose' document, so in other words, there will be some sections of the pro-forma which do not apply to the club's application this time.

For those sections that do apply, such as CCTV for instance, the wording is based on the current Home Office Guidance, such as the period of image retention being 31 days.

I look forward to receiving the completed Club Premises Proforma before taking matters any further.

Thank you in advance for your co-operation.

Best regards.

Mr Bob Patterson
Leeds District Licensing Officer
Leeds District Licensing Department
Enterprise House
St. Paul's Street
Leeds LS1 2LE
Internal: None presently
External: None presently
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