Nelson, Matthew

From: Patterson, Bob [redacted]
Sent: 16 February 2022 15:45
To: Musson, Martyn; Entertainment Licensing
Cc: [redacted]
Subject: FW: CROSSGATES RECREATION HALL - NEW PREMISES LICENCE APPLICATION - PREM/04891/001
Attachments: Club Premises Proforma - page1.jpeg; Club Premises Proforma - page2.jpeg; CPC to PL LCC PRO FORMA.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Good afternoon Martyn,
Please see below, the chain of emails between myself on behalf of West Yorkshire Police and [redacted] of Crossgates Recreation Hall, with regards to the club's recent application for a premises licence.

Please also see attached and completed and signed by [redacted] on behalf of the club, pages 3 and 4 of the pro-forma, which as you are aware, is used specifically for clubs making this type of transition from a Club Premises Certificate to a Premises Licence.
(The full document including the blank pro-forma, I also attach just for completeness).

From the completed pages 3 and 4 of the pro-forma attached, it is quite clear the path the club intends to take in the future, subject to the premises licence being issued.
As the text of the full document refers to, the application for a premises licence in this case, is essentially to allow the club to provide occasional 'non-member functions' on the club premises, which the current primary licensing legislation does not allow, but which the previous equivalent did.
Further and in other every way, the club will continue to operate mainly as it did prior to making this application, but under a premises licence rather than a club premises certificate.

Therefore, as is consistent with many other clubs in Leeds District, who have already made this authorisation transfer to date, and have answered the questions to the pro-forma in exactly the same way as is the case here, a number of conditions now need to be ADDED to the operating schedule of the premises licence if issued, specifically in line with completed pages 3 and 4 of the pro-forma.
These conditions will be ADDITIONAL to the ones already offered by the club, by way of the relevant sections of the PREM 1.

For the avoidance of doubt, these ADDITIONAL conditions are to read as follows- 1. No licensable activities authorised by the premises licence, shall be offered at any time in any part of the club premises, other than to:
(a) A member of the club, a guest of a member, associate members and their guests,
(b) All other persons attending bona fide functions, which have been organised with and authorised by the management committee of the club in advance,
(c) All other persons attending recreational / sporting events taking place on the club premises or within the grounds of the club.

2. There will be rules of the club for the election of club members and other matters which are at the discretion of the club's management committee, to be made available on request to an officer of the Licensing Authority or a Police Officer.

3. A list of names and addresses of all members of the club shall be kept of the club premises, to be produced at any time if requested by an officer of the Licensing Authority or a Police Officer.

As the original email at the foot of this chain indicates, the running of the club historically over many years, has not come to the attention of the police in any adverse manner, to justify West Yorkshire Police dealing with this application in any other way.

In conclusion therefore, subject to these ADDITIONAL conditions forming a part of the operating schedule of this premises licence on issue, as at pages 3 and 4 of the pro-forma completed and signed by [redacted], then West Yorkshire Police have NO representations to make with regards to this application.

Could you please acknowledge receipt of this email.

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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-----Original Message-----
From: [redacted]
Sent: 15 February 2022 17:20
To: Patterson, Bob[redacted]
Subject: Re: CROSSGATES RECREATION HALL - NEW PREMISES LICENCE APPLICATION - PREM/04891/001

Good Afternoon Mr Patterson

Please find attached pages 3 & 4 of the Club Premises Proforma as required

Yours

[redacted] - Crossgates & District Recreational Hall Ltd
[redacted]

On 2022-02-04 15:54, Patterson, Bob wrote:
> Good afternoon [redacted],
>
> I email you in relation to your 'conversion' application for a
> premises licence (PL) from an existing club premises certificate
> (CPC), at the Crossgates Recreation Hall on Poplar Avenue in Leeds 15,
> recently served on Leeds City Council.
>

> The club has operated with its CPC - CPREM/00133 - issued by Leeds
> City Council in 2005, and many years previous to that, with a club
> registration certificate issued by the Leeds Magistrates Court.
>
> During all that time, you will probably not be surprised but still
> nevertheless pleased to know, the club has never come to the attention
> of the police for any wrong reasons.
>
> In fact, occurrences recorded on police computer systems about the
> club, are very few indeed over many years, and in the words of the
> licensing constable who looks over the area of North East Leeds, the
> club 'is well under the radar' for him.
>
> Therefore, with regards to the application as submitted thus far,
> there will be no representations from West Yorkshire Police.
>
> However, whilst this type of club 'conversion' from a CPC to a PL, is
> by no means uncommon to the authorities in Leeds since 2005, the
> reasons for making such a change, do differ from club to club.
>
> With this in mind particularly then, I now attach a guidance document
> which was put together by Leeds City Council and West Yorkshire Police
> some years ago now (but still relevant today), to cover this very
> situation your club now finds itself in - changing from a CPC to a PL.
>
> The guidance document is just that, but also includes a Pro-Forma on
> pages 3 and 4, which I would ask you to complete and return to me on
> behalf of the club 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 for the club itself to
> document exactly how it wishes to operate in the future, and how the
> club has arrived at that decision.
>
> * The completed document is required by West Yorkshire Police,
> solely in order to establish if any additional conditions need to be
> applied to the licence, subject to how the pro-forma is completed by
> you, and supplementary to any conditions already offered by the club
> to date.
>
> I look forward to receiving the completed pro-forma in due course, but
> by the 18th February at the very latest, which I understand is now the
> official 28-day cut off for representations to be made.
>
> 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
>
> To report a crime, please ring 101. Always dial 999 in an emergency.
>
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> data=hsWaUvGDucxSXPxODtw%2Fp9qUVrhQ%2FupwMBPWFogl4Zw%3D&reserved=0

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Club Premises Proforma

This proforma should be used when applying for a premises licence to replace a club premises certificate where the club committee has agreed to expand their activities to include non-member usage of the premises. Please use the spaces available insert any comments as necessary.

Please complete the details below:

Applicant name:	[redacted]
Business name:	CROSSGATES & DISTRICT RECREATIONAL HALL Ltd
Business address:	POPLAR AVENUE LEEDS Postcode: LS15 8EB

Delete as appropriate

1.	Have your club members been consulted. What was the outcome of the vote? UNAMINOUS YES	(Yes) / No
2.	If the application for a premises licence is granted, is it still the intention to run the premises under the same terms as a club? Will it be managed by a committee on behalf of the club members? Will the club rules remain?	(Yes) / No (Yes) / No (Yes) / No
3.	If the application for a premises licence is granted is it the intention of the club to surrender the current Club Premises Certificate to the licensing authority?	(Yes) / No
4.	Your current club premises certificate allows only club members, associate members and their guests to use the club facilities at all times. Please indicate which option best describes how the club will be run if the premises licence is issued: a) To allow members of the public (in addition to club members, associate members and their guests) to use the club facilities ONLY for occasional non-member functions organised by the club in either all or part of the premises. This will mean the club will mainly continue to operate as it did before this application was made? b) To allow members of the public (in addition to club members, associate members and their guests) to use the club facilities frequently and extensively, in either all or part of the premises. This will mean the club will change the way it operates significantly.	 (Yes) / No Yes / No

	c) To open up the club facilities completely to allow anybody to use them, and with no membership structure?	Yes / No
5.	If the answer to question 4 is (a) will the club then accept the following measures to be incorporated within the operating schedule and appear as conditions on the new premises licence, in order to promote the licensing objectives?	

No licensable activities authorised by the premises licence, shall be offered at any time in any part of the club premises, other than to: a) A member of the club, a guest of a member, associate members and their guests b) All other persons attending bona fide functions, which have been organised with and authorised by the management committee of the club in advance c) All other persons attending recreational / sporting events taking place on the club premises or within the grounds of the club.	Yes / No
There will be rules of the club for the election of club members and other matters which are at the discretion of the clubs management committee, to be made available on request to an officer of the Licensing Authority or a Police Officer.	Yes / No
A list of names and addresses of all members of the club shall be kept on the premises, to be produced at any time if requested by an officer of the Licensing Authority or a Police Officer.	Yes / No

6.	If 4(b) or 4(c) is more appropriate to your proposed operation, it is suggested that you consider the range of more extensive measures set out in the risk assessment proforma for premises licences which is included in your application pack.

Declaration

I, being the applicant for the premises licence, confirm that the answers above reflect the proposed operation of the premises under a new premises licence. I agree / disagree that the control measures may be incorporated in to my application (delete as appropriate).

Print Name: ..[redacted] Signed: .....[redacted].... Dated: 15/2/22

Please return completed pages 3 and 4 with your application form