

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [Musson, Martyn](#); [Entertainment Licensing](#)  
**Subject:** RE: WYP QUALIFIED REPRESENTATION\_SHIMLA"s\_293 ROUNDHAY ROAD\_NEW PREMISES LICENCE\_PREM/04962  
**Date:** 05 September 2022 10:57:50  
**Attachments:** [REDACTED]

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Mr. Javid,  
Thanks for the reply.

Martyn / ELS LCC:  
Please see the two conditions at the foot of this email chain, to which the applicant refers and agrees to in his reply dated 3<sup>rd</sup> September.

Please now withdraw the police representations with regards to this application, on the usual proviso.

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:** rahat Javid [REDACTED]  
**Sent:** 03 September 2022 20:32  
**To:** Patterson, Bob [REDACTED]  
**Subject:** Re: WYP QUALIFIED REPRESENTATION\_SHIMLA"s\_293 ROUNDHAY ROAD\_NEW PREMISES LICENCE\_PREM/04962

I agree with the above points you have sent. We have very good cctv systems recording stored for 30 days. Whenever authorities need it, it will always be available

Sent from my iPhone

On 31 Aug 2022, at 15:07, Patterson, Bob  
[REDACTED] wrote:

Good afternoon Martyn / LCC ELS & Rahat Javid:  
I hope you are well.

Please accept this email as a formal representation to the subject premises / application.

You will note below, there has been previous communication between the applicant and PC Andy Clifford, who is now on annual leave, which is why I am sending you this email.

Contrary to what the email chain below says, the applicant (copied in again here) has NOT replied to me to date.

Therefore, as I understand this is the last day to make representations, I have no alternative but to do this at this time.

Once the applicant has replied to this email and formally agreed to the two condition – as I understand he is happy to do so – then I will withdraw the police representations straight away.

Mr. Javid, would you reply to this email asap, and then the police representation can be withdrawn – thank you in advance.

[Email from PC Andy Clifford:](#)

*Hi Bob,*

*He's emailed me (not included you as I asked!) to ask me to call him. **I've just spoken to him on the phone and he's happy for the conditions to go on.***

*I've asked if he can reply to the email and this time include you, to confirm he's happy.*

*He should be doing that soon I imagine.*

*Thanks*

*Andy*

[The email and the conditions to which PC Clifford refers to are-](#)

*Good morning Rahat,*

*I've tried to call you a couple of times to speak about the application you have submitted for a licence at Roundhay Road. I'd just like to suggest the following two conditions which as wordy as they are, essentially boil down*

*to having CCTV which records for 31 days and an incident book. I know you have already offered CCTV on your application, but the wording I've offered is a bit more detailed. Let me know your thoughts and if you have any questions please feel free to ask. Please can I ask that you copy in Bob who is included in this email. I will be on leave from the end of today so he will be able to assist if you reply after then.*

- 1. 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*
- 2. 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 should contain consecutively numbered pages, or be kept electronically and contain 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 where one is provided, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident. The Incident Report Register will be retained for a period of twelve months and produced for inspection immediately on the request of an authorised officer.*

Best regards.

**Mr Bob Patterson**  
**Leeds District Licensing Officer**  
**Leeds District Licensing Department**  
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