

**From:** [Patterson, Bob](#)  
**To:** [Tony Clarke](#)  
**Cc:** [Musson, Martyn](#); [Entertainment Licensing](#); [REDACTED]  
**Subject:** WYP AGREEMENT - SAM's MINI MARKET 112A DIB LANE LEEDS 8 - NEW PL PREM/05075  
**Date:** 07 March 2023 12:49:13  
**Attachments:** [image001.png](#)

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Tony,  
Thanks for that.

Martyn / to whom it may concern at ELS LCC:  
I hope you are well.

Please see below the email chain, between myself on behalf of West Yorkshire Police and Tony Clarke of JMC Licensing Consultants, representing the applicant in this case.

The email chain, amounts to the agreement on alternative wording with regards to the CCTV conditions, as offered in the main by the applicant on this occasion.

The alternative wording agreed with regards to CCTV, is taken from the current V8 pro-forma of Leeds City Council, and is copy pasted from the initial email below as follows-

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.**
2. **The CCTV system will record images to cover all areas of the premises to which the public have access, including any external areas of the premises.**
3. **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.**
4. **The CCTV system and images will be kept in a secure environment to which members of the public will not be permitted access.**
5. **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.**
6. **The premises licence holder / Designated Premises Supervisor must notify the licensing office or the Police in the event of CCTV breakdown as soon as is reasonably practicable and in any event within 24 hours.**
7. **In the case of a breakdown or malfunction the premises licence holder / designated premises supervisor shall make sure that the CCTV is in working order as soon as practicable.**

To confirm, this alternative wording only affects the conditions as offered in this application with regards to CCTV.

Therefore, on the proviso this CCTV alternative wording appears within the operating schedule of this premises licence on issue, West Yorkshire Police have no representations to make with regards to this application.

Best regards.

**Mr Bob Patterson**  
**Leeds District Licensing Officer**  
**Leeds District Licensing Department**  
**Leeds District HQ**  
**Elland Road**  
**LS11 8BU**  
**Internal: None presently**  
**External: None presently**  
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**From:** Tony Clarke [REDACTED]  
**Sent:** 06 March 2023 16:12  
**To:** Patterson, Bob [REDACTED]  
**Subject:** Re: SAM's MINI MARKET 112A DIB LANE LEEDS 8 - NEW PL PREM/05075

Thanks Bob,

I've just advised my client of these changes and he has confirmed that he is more than happy.

One thing I've just noticed though.

There is a mistype to number 4, I believe the word 'be' is missing from the sentence. I have added this word as below.

4 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.

Kind Regards

Tony Clarke  
JMC licensing

On Mon, 6 Mar 2023 at 16:07, Patterson, Bob [REDACTED] wrote:

Tony,  
Thanks for the swift reply.

The V8 will soon become a V9 version, but I am not aware that there will be any changes to the CCTV condition.

I think you can view the document on the LCC website anyway?

I'll drop LCC an email later this week advising them of the change and copy you in.

Best regards

Bob

**Mr Bob Patterson**  
**Leeds District Licensing Officer**  
**Leeds District Licensing Department**  
**Leeds District HQ**  
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**From:** Tony Clarke [REDACTED]  
**Sent:** 06 March 2023 15:48  
**To:** Patterson, Bob [REDACTED]  
**Subject:** Re: SAM's MINI MARKET 112A DIB LANE LEEDS 8 - NEW PL PREM/05075

You don't often get email from [REDACTED] [Learn why this is important](#)

Hi Bob,

Many thanks for your email and explanation for the reasons for the change of wording in the conditions.

We agree to have these conditions as you have requested and will endeavour to ensure any future applications in the Leeds area are written in this way to follow the pro forma risk assessment.

Kind Regards

Tony Clarke  
JMC licensing

On Mon, 6 Mar 2023 at 15:35, Patterson, Bob [REDACTED] wrote:

FAO TONY CLARKE:

Good afternoon Tony,  
I hope this email finds you well.

I email you with regards the subject bar premises / application, which I am dealing with on behalf of West Yorkshire Police.

I have looked through the application, and particularly with it being for a new licence, and therefore with regards the crime prevention measures / conditions you have offered, I would ask you to consider an alternative for CCTV.

Your application offers for CCTV the following-  
CCTV

*1.1 The premise are to operate an effective CCTV system which is to be maintained in good working order at all times the premises is open for business.*

*1.2 The recording medium (e.g. disks / tapes / hard drive, etc.) and associated images are to be retained and securely stored for a minimum period of 28 days and are to be made available to the police / authorised officers of the Licensing Authority upon request.*

*1.3 The premises licence holder or designated premises supervisor is to provide the police with the contact details of at least one other member of staff (or other person(s)) who is trained and familiar with the operation of the equipment so that, at the expense of the premises licence holder, they are able to check that the equipment is operating properly and that they are able to provide copies of recorded data upon request and within no more than 12 hours from the time of the request.*

*1.4 The premises licence holder / Designated Premises Supervisor must notify the licensing office or the Police in the event of CCTV breakdown as soon as is reasonably practicable and in any event within 24 hours.*

*1.5 In the case of a breakdown or malfunction the premises licence holder / designated*

*premises supervisor shall make sure that the CCTV is in working order as soon as practicable.*

As an alternative, West Yorkshire Police would ask to consider the following (but only for 1.1 to 1.3 above, with 1.4 & 1.5 to be retained therefore) -

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.**
2. **The CCTV system will record images to cover all areas of the premises to which the public have access, including any external areas of the premises.**
3. **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.**
4. **The CCTV system and images will be kept in a secure environment to which members of the public will not be permitted access.**
5. **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.**
6. *The premises licence holder / Designated Premises Supervisor must notify the licensing office or the Police in the event of CCTV breakdown as soon as is reasonably practicable and in any event within 24 hours.*
7. *In the case of a breakdown or malfunction the premises licence holder / designated premises supervisor shall make sure that the CCTV is in working order as soon as practicable.*

CCTV is more or less a first 'go to' for the police when dealing with all kinds of licensed premises in present times.

As a condition, more often than not it is offered by applicant's as in your case, otherwise the police will ask for it almost on every occasion.

As such an important matter for the police to assist in the process of promoting the licensing objectives, it is therefore important that any CCTV condition should be consistent in its wording, which is exactly the intention here.

Based on Home Office guidance, this actual wording is taken from an official Leeds City Council document, which has been consulted on and is used in conjunction with all responsible authorities in Leeds, including the police – I attach the full document for your attention, which shows CCTV at the top of the list.

Therefore, only for these reasons, West Yorkshire Police would ask you to replace this alternative wording for what you have offered, but only with regards to CCTV.

I look forward to your reply in due course.

Best regards.

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