

Leeds District Licensing*Department*

Leeds District Licensing Department
 Leeds District HQ
 Elland Road
 Leeds
 LS11 8BU

T:

E:

W: www.westyorkshire.police.uk29th March 2023

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

cc. Joginder Singh Panesar (DPS) / Panesar Convenience Ltd (Applicant) – by email

**RE: HALTON CONVENIENCE STORE – 3 CROSS GREEN LANE HALTON LS15 7SR.
 NEW PREMISES LICENCE – PREM/05080/001 - LICENSING ACT 2003:
POLICE – LETTER OF REPRESENTATION – ‘QUALIFIED’ OBJECTION:**

Thank you for submitting your application for a premises licence at the above address, which we received on 1st March 2023, via Leeds City Council as an electronic application.

West Yorkshire Police are of the opinion that your application contains insufficient information about how you intend to meet the licensing objectives.

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

1. the prevention of crime & disorder
2. the prevention of public nuisance, and
3. the protection of children from harm.

However, West Yorkshire Police are also of the opinion that the said objectives could be met should you be prepared to incorporate certain identified measures within your operating schedule, in **addition** to what you may have offered in your application.

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 your application.

Should you be in agreement with the suggested measures then please signify this by completing and signing **Part 2** of the enclosed form and return the complete document to this office as soon as possible, but no later than 29th March 2023.

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Upon receipt of your consent at **Part 2**, it will be taken that you signify your wishes for the licensing authority to amend your operating schedule to incorporate the proposed measures.

Alternatively should you disagree with the proposed measures, then please complete **Part 3** and again return the complete document to this office as soon as possible, but no later than 29th March 2023.

PART 1 - to be completed by the Responsible Authority:

West Yorkshire Police propose the following control measures under the Licensing Act 2003 (in addition or as alternative wording to those that you may have already offered), for the premises-:

**HALTON CONVENIENCE STORE
3 CROSS GREEN LANE
HALTON
LS15 7SR**

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
- the prevention of public nuisance
- the protection of children from harm

Measures / Additional measures proposed:

- 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.
- 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.
- 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, and any refusals of alcohol sales giving specific reasons.
- The Incident Report Register will contain consecutively numbered pages, the date and time of the incident, details of the nature of the incident, the names and personal licence numbers (if any) of any 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 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.

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- With regards to 'off sales' by way of an alcohol delivery service, with orders taken on-line or by any other means, the following conditions shall apply at all times the premises licence has effect-
 - (1) The licence holder/DPS shall adopt a 'Challenge 25' age verification policy that shall be applied at the point of order, sale and on delivery.
 - (2) All persons involved in the delivery of alcohol, be this the licence holder/DPS, employees or third-party courier, shall at the point of delivery be satisfied that the person to whom the alcohol is being delivered is 18yrs and over. If at any point of the process acceptable photographic age verification documents cannot be produced, the delivery shall be refused and alcohol returned to the licensed premises.
 - (3) Deliveries shall only be made to the address indicated on the order.
 - (4) Deliveries shall only to be made to bona fide business/commercial addresses or private residences and not to any public/open spaces (e.g. car parks, street corners, bus stops, public parks).
 - (5) Deliveries shall be refused to any person who is, or who appears to be under the influence of alcohol or drugs.
 - (6) The licence holder/DPS shall ensure that only the alcohol items specified on orders processed for despatch are loaded onto delivery vehicles, and no surplus stock shall be carried on vehicles.
 - (7) With regards to all third-party couriers used to provide the delivery of alcohol, the premises licence holder/designated premises supervisor shall have a contractual arrangement with each third party to be satisfied that the promotion of the licensing objectives and terms of the premises licence are complied with at all times, with particular attention to the point of delivery.
 - (8) Hackney Carriages or Private Hire vehicles shall not be used for deliveries under any circumstances.
 - (9) The licence holder/DPS shall keep records of, or have access to all alcohol orders.


Records shall include for each order:

 - (a) the full name and address of who made the order;
 - (b) age verification at the point of order (including details of any refusals made at the point of order);
 - (c) the items ordered;
 - (d) the date and time of the despatch;
 - (e) details of the delivery provider/driver;
 - (f) the date and time of delivery;
 - (g) the full postal delivery address;
 - (h) the name and date of birth of the person receiving the order;
 - (i) detail of identification/proof of age documents received;
 - (j) details of any refusals at the point of delivery including reasons.
 - (10) Records shall be retained at the licensed premises for a period of 12 months and be produced on request for inspection by a police officer or an authorised person of the licensing authority.

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 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.


Leeds District Licensing Officer
West Yorkshire Police
Date: 29th March 2023

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Date: 29th March 2023

PART 2 – to be completed by the applicant or applicant's representative:

Consent for all proposed control measures under the Licensing Act 2003.

Name & Address of Premises:
HALTON CONVENIENCE STORE
3 CROSS GREEN LANE
HALTON
LS15 7SR

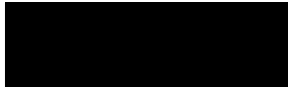
I / We ...

confirm that I am / we are the applicant / the applicants representative (delete as appropriate) for the premises as stated above.

In signing this document:-

- I / ~~we~~ agree with the measures proposed by West Yorkshire Police,
- I / ~~we~~ provide our consent for the Licensing Authority to incorporate the said measures into the operating schedule for the stated premises, and furthermore,
- I / ~~we~~ confirm the premises will then operate in accordance with those measures agreed to.

Signed:



Dated:

31/03/23

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