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Leeds District Licensing Department

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West Yorkshire Police,
Leeds district Headquarters,
Elland Road,
Leeds
LS118BU

Tel: 07713 329271

Email: david.parker@westyorkshire.pnn.police.uk

Your ref – PREM/05094/001

Our ref:

12th of April 2023

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

cc. PREM/05094/001 - THE OFFICE SALOON, 4 OXFORD STREET, GUISELEY, LEEDS, LS20 9AX

RE: PREM/05094/001 - THE OFFICE SALOON, 4 OXFORD STREET, GUISELEY, LEEDS, LS20 9AX

**APPLICATION FOR A PREMISES LICENCE – LICENSING ACT 2003:
POLICE – LETTER OF REPRESENTATION – ‘QUALIFIED’ OBJECTION:**

West Yorkshire Police are of the opinion that the application contains insufficient information about how the applicant intends to meet the licensing objectives.

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

1. the prevention of crime & disorder
2. public safety
3. the prevention of public nuisance

However, we are of the opinion that the licensing objectives could be met should the applicant be prepared to incorporate certain identified measures within their operating schedule as conditions.

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 the application.

Should the applicant be in agreement with the suggested measures then they should signify this by completing and signing **Part 2** of the enclosed form and return the complete document to this office as soon as possible.

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Upon receipt of their consent at **Part 2**, it will be taken that the applicant signifies their wishes for the licensing authority to amend their operating schedule to incorporate the proposed measures as conditions.

Alternatively, should the applicant disagree with the proposed measures, then they should complete **Part 3** and again return the complete document to this office as soon as possible.

PART 1 - to be completed by the Responsible Authority:

West Yorkshire Police propose the following control measures / conditions under the Licensing Act 2003 (in **addition** to those that the applicant may have already offered), for the premises:

**PREM/05094/001
THE OFFICE SALOON,
4 OXFORD STREET,
GUISELEY,
LEEDS,
LS20 9AX**

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
- public safety
- the prevention of public nuisance.

Additional measures proposed:

- A 'Check 25' scheme shall be used to prevent the sale of alcohol to people under 18 years of age.
- All staff deployed in the serving of alcohol and for managing admission to age restricted premises shall be trained on the correct procedures for age verification, the prevention of proxy sales, the prevention of sales to those who appear intoxicated and for dealing with false and any surrendered identification documents.
- Notices indicating the existence and effect of a Public Spaces Protection Order (PSPO) shall be prominently displayed at the exits to the licensed premises site, including any external drinking area, which can be clearly seen by people leaving.
- A suitable purpose-made receptacle for the safe retention of illegal substances shall be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police.
- The premises licence holder will risk assess the requirement to deploy SIA accredited staff at the premises including the number of SIA accredited staff deployed. This will be reviewed on request of West Yorkshire Police.

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- A register shall be maintained on the premises to record all incidents and accidents. Records should include matters such as anti-social behaviour, admission refusals, ejections, seizure of prohibited items, casualties/unwell customers, welfare and safeguarding matters, accidents, and safety incidents. The records shall include the date, time, and location of the incident; nature of the incident; personal details and contact information for all people involved including any witnesses, SIA and Personal Licence numbers, any crime number and details of police officers attending. A note of the action taken, and where relevant a note of the actions to prevent any reoccurrence should also be included. The records shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the licence holder for a period of 12 months after the last entry.
- There will be no delivery service under this licence which includes the sale or supply of alcohol.

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 as conditions 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.

CE 729778 David Parker,
Leeds District Licensing Officer

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

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

Name & Address of Premises:

**PREM/05094/001
THE OFFICE SALOON,
4 OXFORD STREET,
GUISELEY,
LEEDS,
LS20 9AX**

I / ~~we~~ Muthadi Alleyne

confirm that I am / ~~we are the applicant / the applicant’s 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 as conditions, and furthermore,
- I / ~~we~~ confirm the premises will then operate in accordance with those conditions agreed to.

Signed: 

Dated: 16-04-2023