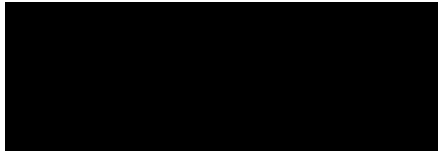


From:
To:
Cc:
Subject:
Date:
Attachments:



Afternoon Jennifer,
Thanks for the confirmation of agreement, please now refer to the following message sent to Emma White of LCC.

Afternoon Emma,
Please refer to the chain of emails below and particularly the last email from the applicant, agreeing to the conditions as set out in the previous email I sent this morning, which you were copied into.

On the usual proviso then, that the agreed conditions will form a part of the operating schedule of this premises licence if issued, please now withdraw the police representations with regards to this application.

Thank you in advance.

Best regards.

Mr Bob Patterson
Leeds District Licensing Officer
Leeds District Licensing Department
Leeds District HQ
Elland Road
LS11 8BU

Internal: None presently

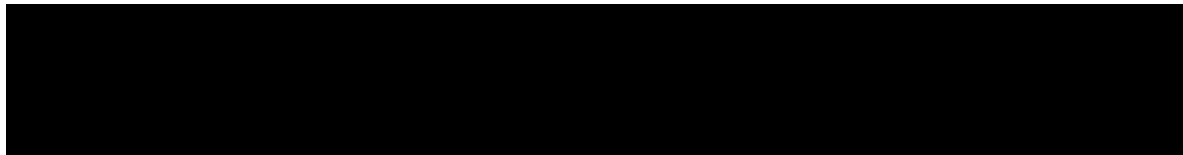
External:

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Subject: Re: PREM/05376/001 No 2 Bar

WARNING! This email is from an external sender and contains external links or attachments, which means the sender is not from West Yorkshire Police or West Yorkshire Police hosted organisations.
If you were not expecting this email DO NOT click links or open attachments. Only open these if you are sure the email and sender are genuine, and the content is safe. If you are not sure DO NOT proceed.
If you think it is suspicious, click 'Report Message' in Outlook

Hello Bob

Thanks once again for the prompt and clear reply, to confirm yes we agree to the conditions as set out below.

Many thanks

Jennifer

On Wed, 18 Sept 2024, 11:27 Patterson, Bob, [REDACTED] wrote:

Morning Jennifer,

Thanks for your reply below, and apologies for missing your call yesterday, I had just gone offline.

Working from the bottom of your reply upwards, yes I agree, there is absolutely no need for the police to remain involved in the hearing process, as we seem very close to agreement.

The one remaining 'sticking point' seem to be the 'food condition'.

There is absolutely no obligation for you to provide food, unless any future decision on your application decides otherwise?

I took your "description" quite literally from the PREM 1, but you now clarify that this is more your intention for the future, which is fine.

As previously described, with no trading history, the priority of West Yorkshire Police with this and every other application for a new licence at this initial stage, is to 'condition' the licence accordingly from the outset.

But, if it is not your intention to provide food at this time, asking you now to agree to a 'food condition' which you can't comply with, is clearly not appropriate.

Therefore, I think we are nearly at the point of concluding this process as far as West Yorkshire Police are concerned, and I believe I am in order in asking you to now agree to the following conditions, to be added to the operating schedule of your premises licence, if issued.

The wording of the conditions to be as follows-

- A suitable closed-circuit television (CCTV) system shall be in operation whilst members of the public are in attendance. The CCTV system shall record images to cover all areas of the licensed site to which the public have access (save for toilets/showers/changing areas). The CCTV system shall record images to cover external areas used by customers. At least one member of staff shall be on duty at the premises who can operate the system and download recorded images. These images will be downloaded and provided immediately, or where this is not possible as soon as practicable, on request to an officer of a Responsible Authority. The CCTV system shall 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.
- 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, 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.
- A 'Check 21' 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,

- In relation to the 'sale / supply' of alcohol for consumption 'off' the premises ('off sales'), no type of 'alcohol delivery service' will be allowed at any time the premises licence has effect.

Assuming you are now agreeable to these conditions, then please reply to that effect and I shall then conclude matters with Leeds City Council, and copy you in.

Alternatively, if you are still unsure about anything at all in this email, then please contact me further before agreeing to anything.

I look forward to hearing from you in due course.

Thank you in advance.

Best regards.

Mr Bob Patterson
Leeds District Licensing Officer
Leeds District Licensing Department
Leeds District HQ
Elland Road
LS11 8BU
Internal: None presently
External: [REDACTED]
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[REDACTED]

From:Patterson, Bob
Sent:13 Sep 2024 14:02:18 +0100
To: [REDACTED], Entertainment Licensing
Cc: [REDACTED]
Subject:FW: No2 BAR CHURCH ST MORLEY - NEW PREMISES LICENCE
Attachments:2023_MAR_Box M Guidance v9.docx

Good afternoon Emma,

I hope all is well with you.

Please see below the email I sent on Tuesday this week, to the applicant contact in this case.

Having not received a reply to date, will you please accept this email as a formal representation served on behalf of West Yorkshire Police, as I understand this is the last day for consultation with regards to this application.

I am hopeful agreement can be reached between the applicant and West Yorkshire Police in this matter, in which case I shall then withdraw the police representations straight away.

To this end, I have copied in the applicant again here, in an attempt to prevent any unnecessary delay, however, I believe a date of hearing has already been set for this application.

Thank you in advance.

Best regards.

Mr Bob Patterson

Leeds District Licensing Officer

Leeds District Licensing Department

Leeds District HQ

Elland Road

LS11 8BU

Internal: None presently



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From: Patterson, Bob

Sent: Tuesday, September 10, 2024 4:14 PM

To: [Redacted]

Subject: No2 BAR CHURCH ST MORLEY - NEW PREMISES LICENCE

Good afternoon Jennifer,

I email you with regards to the application for a premises licence you recently made to Leeds City Council, which I am dealing with on behalf of West Yorkshire Police.

West Yorkshire Police have no outright objection to your application, but there are a few amendments the police are now asking to agree to, in order that no formal representations are made to the licensing authority by the 13th September.

The amendments are as follows-

1. The terminal hours in the boxes at section J of the PREM 1 you have submitted, need reducing by ½ each day, by virtue of the information you have provided on pages 4 and 5 of the same application form.

□Last orders□ at 11pm / 12midnight as you have shown on page 5, provide for what used to be officially referred to as a □drinking up period□, so that your premises can then close ½ hour later each day of the week.

However, the boxes at sections J and L show an identical terminal hour of 23-30 / 00-30, which doesn□t allow for any □drinking up□ time at all.

Hence the boxes at section J need reducing.

2. You have offered a number of measures / conditions with your application at section M of the PREM 1, and whilst there is nothing wrong with any of these as such, Leeds City Council have a specific official document used in conjunction with all responsible authorities in Leeds (attached), which uses consistent wording for conditions deemed to be relevant on a case-by-case basis, and all of which are intended to promote the licensing objectives.

Therefore, the conditions which are to replace those you have offered, are to read as follows-

- A suitable closed-circuit television (CCTV) system shall be in operation whilst members of the public are in attendance. The CCTV system shall record images to cover all areas of the licensed site to which the public have access (save for toilets/showers/changing areas). The CCTV system shall record images to cover external areas used by customers. At least one member of staff shall be on duty at the premises who can operate the system and download recorded images. These images will be downloaded and provided immediately, or where this is not possible as soon as practicable, on request to an officer of a Responsible Authority. The CCTV system shall 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.

- 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, 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.

3. In addition to the conditions you have offered at section M of the PREM 1 you have submitted, West Yorkshire Police would also recommend that you agree to the following conditions to be added to operating schedule of your licence on issue, also taken from the same official document of Leeds City Council, and to be worded as follows-

- A Check 21 / 25** scheme shall be used to prevent the sale of alcohol to people under 18 years of age. (NOT part of the wording - ** delete one or the other, but if delivery conditions are taken up below, then select 25. You will have an age verification policy mandatory condition attached to your licence in any event. This condition just determines which age you verify),
- 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,
- A food menu shall be made available until 21-00 every day,

& in relation to off sales (alcohol supply for consumption off the premises)

Either-

- In relation to the sale / supply of alcohol for consumption off the premises (off sales), no type of alcohol delivery service will be allowed at any time the premises licence has effect.

Or-

- In relation to the sale / supply of alcohol for consumption off the premises (off sales), this will include a telephone / on-line alcohol delivery service, and the following conditions will apply at all times the premises licence has effect-

The premises licence holder/designated premises supervisor shall adopt a 'Challenge 25' age verification policy that shall be applied at the point of order, sale and on delivery.	9PF044
All people involved in the delivery of alcohol, be this the premises licence holder/designated premises supervisor, employees or third party courier, shall at the point of delivery be satisfied that the person to who the alcohol is being delivered is 18 years 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.	9PF045
Deliveries shall only be made to the address indicated on the order.	9PF046
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).	9PF047
Deliveries shall be refused to any person who is, or who appears to be under the influence of alcohol or drugs and the alcohol shall be returned to the licensed premises.	9PF048
The licence holder/designated premises supervisor 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.	9PF049
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.	9PF050
Hackney Carriages or Private Hire vehicles shall not be used for deliveries under any circumstances.	9PF051
The premises licence holder/designated premises supervisor shall keep records of or have access to all alcohol orders. Records shall include for each order: the full name and address of who made the order; age verification at the point of order; any refusals made at the point of order; the items ordered; the date and time of the despatch; details of the	9PF052

delivery provider/driver; the date and time of delivery; the full postal delivery address; the name and date of birth of the person receiving the order; detail of identification/proof of age documents received; details of any refusals at the point of delivery including reasons. 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.	
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If you are happy to agree to these amendments, then please reply to this email to that effect, and I shall then conclude matters with Leeds City Council and copy you in.

If you are unsure about anything at all in this email, please contact me further before agreeing to anything.

I look forward to hearing from you in due course.

Thank you in advance.

Best regards.

Mr Bob Patterson

Leeds District Licensing Officer

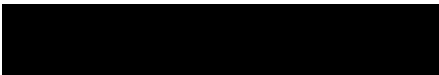
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