

# APPENDIX D

**From:** [REDACTED]  
**To:** [Entertainment Licensing](#)  
**Cc:** [REDACTED]  
**Subject:** Re: Application for licence - 5 Newton Grove (PREM/05399/001)  
**Date:** 11 September 2024 11:17:45  
**Attachments:** [REDACTED]

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Hi Martyn

Yes I agree to the change in hours and the CCTV as discussed. The notice should be up by 2 today. [REDACTED]

I'll get the plan updated and sent back to you but I don't think I can arrange for it done today. But yes I'll get it changed as soon as possible  
Is all that ok with you?

Regards  
[REDACTED]

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**From:** Haywood, Neil [REDACTED]  
**Sent:** Monday, September 9, 2024 9:54 AM  
**To:** [REDACTED]  
**Cc:** Entertainment Licensing <[Entertainment.Licen@leeds.gov.uk](mailto:Entertainment.Licen@leeds.gov.uk)>; EPTeam <[EPTeam@leeds.gov.uk](mailto:EPTeam@leeds.gov.uk)>  
**Subject:** Application for licence - 5 Newton Grove (PREM/05399/001)

Hi [REDACTED]

Many thanks for taking my call today, as discussed, here is a written summary of what we discussed for your consideration.

West Yorkshire Police have to consider the licence as a responsible authority based on what is written on the application. We appreciate the intention of the operations may not reflect what is written on the application. However if the licence allows something, we have to consider it on the basis it will happen as the licence would permit it. In this case, we have to consider that this application to operate 7 days until 2am will happen as it would be permitted on the licence.

West Yorkshire Police would have concerns about crime and disorder and public safety if a 2am licence for 7 days a week was granted. We would submit an objection to the licence if this was not amended. As discussed, West Yorkshire Police are not the licensing authority and you are within your rights to disagree with our representations and ask that a licensing committee decides. In this case a licensing committee will hear the case and make a decision.

I have listened and considered your suggestion to a compromise to the licence end time being amended to midnight. This would be agreeable to us on the basis that the supply of alcohol finish time is amended to 23:30. This would allow a “drinking up” time of ½ an hour prior to the closing time of midnight.

We discussed the requirement for CCTV. West Yorkshire Police feel CCTV is a minimum requirement in all licensable areas (condition 9PF012 on page 5 of the box M guidance you supplied). We discussed that the plans currently show that all areas of the premises are licensable. We discussed an amendment to the plans to specify licensable areas where alcohol consumption will take place, and for the licence to remain an application for consumption “on the premises” which is on Page 8 section 12 of your application. This would prevent consumption in non-licensed areas. Alcohol consumption or sales will not be permitted anywhere that is not marked as a licensed area in the plan. This will reduce the CCTV requirements.

To summarise, the below would satisfy West Yorkshire Police and negate an objection from ourselves.

**Amend the application sections A, B, E-H and L to a 00:00 finish time**

**Amend the application section J to a 23:30 finish time**

**Amend the Premises plans to specify areas of the building that will be licensed areas where alcohol consumption/sales will take place. Shading them a colour with a highlighter neatly and adding a key on the plans will suffice.**

**Amend Box M guidance and tick 9PF012 on page 5. Cross out the line that says “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)” and add the following line below the box “The CCTV shall record all areas of the licensed site which are marked as licensed areas on the site plans, as well as all external entrances to the site and any corridor/access way/thoroughfare inside the building leading to licensed areas”**

If you have any questions or concerns my number is below to discuss.

Kind regards

PC [REDACTED] Haywood  
Licensing Officer – Leeds East & Outer South

Leeds District  
Elland road Police Station

To report a crime, please ring 101. Always dial 999 in an emergency.



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**From:** [REDACTED]  
**Sent:** Friday, September 6, 2024 9:11 AM  
**To:** Haywood, Neil [REDACTED]  
**Subject:** Re: Application for licence - 5 Newton Grove

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Thanks

[REDACTED]

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