

Leeds District Licensing



Leeds District Licensing Department
West Yorkshire Police,
Leeds District Headquarters,
Elland Road,
Leeds
LS11 8BU

Mob: [REDACTED]
Email: [REDACTED]

Your ref:
Our ref:

19th November 2024

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

Cc: Hiren Patel, [REDACTED]

RE: Off licence, 434 Dewsbury Road, Leeds LS11 7LJ

**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
4. the protection of children from harm

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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 additional 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 agree 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 via email.

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:-

Off licence, 434 Dewsbury Road, Leeds LS11 7LJ

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
- the protection of children from harm

There will be no public access to the premises each day from 2300 hrs to 0600 hrs. A serving hatch will be utilised at these times.

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. Incident 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 where available, 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. Incident and accident records shall be kept in a bound register with consecutively numbered pages.

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. The CCTV system shall record images to cover the immediate external areas. At least one member of staff shall be on duty at the premises who can operate the system and download recorded images.

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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 and images will be kept in a secure environment to which members of the public will not be permitted access.

The CCTV shall be checked weekly to ensure it is working correctly and a log maintained of those checks. This log will be kept on the premises for a 12-month period and produced for inspection when requested to do so by an authorised officer.

The display of alcohol shall be in a designated area of the premises which is capable of being supervised from the counter area.

Alcohol shall not be displayed next to the public entrance/exit of the premises.

The display of spirits shall be in an area accessible only by staff.

Customers shall be discouraged from drinking alcohol outside the premises.

Staff training shall take place at regular intervals, endorsed by staff and maintained on the premises for a 12 month period.

There shall be a register for the recording of all alcohol sale refusals, including attempted under-age sales, proxy sales and refusals to those who appear intoxicated. Details to be recorded shall include the date, time, name if known, physical description of the person, the reasons, and staff involved and whether CCTV of the incident is available. Any identification document coming into the possession of a member of staff including security staff shall be recorded in the register, including the name of the person/name on the identification document. The register shall be available for immediate inspection by any authorised officer of the responsible authorities and shall be securely retained by the licence holder for a for a period of 12 months from the date of the last entry. The licence holder shall provide secure storage for identification documents and a system for safe disposal, which may include returning to the originating organisation, e.g. DVLA/HM passport office

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.

 Sarah Blenkhorn
Leeds District Licensing Officer

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From: Blenkhorn, Sarah

Sent: Tue, 3 Dec 2024 08:07:19 +0000

To: Entertainment Licensing; Hiren Patel

Cc: [REDACTED] (External); Fiddes, Lucy

Subject: FW: letter of representation - AP's local 434 Dewsbury Road, LS11 7LJ

Entertainment Licensing, please find attached a signed part 2. West Yorkshire Police now withdraw their representation subject to the conditions in the letter of representation being incorporated into the premises licence alongside those conditions already offered by the applicant.

Hiren – thank you

Regards

Sarah

Please note I do not work Mondays

Sarah Blenkhorn

Licensing Officer

West Yorkshire Police

Leeds District Licensing Department

Elland Road Police Station

Elland Road

Leeds

LS11 8BU

[REDACTED]

[REDACTED]