

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: LICENSING ACT 2003: INVESTIGATION INTO POSSIBLE OFFENCES - COCK BECK  
**Date:** 06 January 2025 09:40:49  
**Attachments:** [image001.png](#)  
[image002.png](#)

Morning James

Many thanks for your email with the proposed amendments.

I have reviewed the email and it is our position that the measures proposed in our original email are necessary to mitigate the risks to public safety, prevent further crime and disorder and reduce public nuisance. The amendments proposed are not agreeable to West Yorkshire Police and in our view would lead to an increased risk of crime, disorder and nuisance. Ultimately as I keep repeating, this will be for the licensing committee decision on what measures/outcomes to take with input from all parties at the hearing including us.

By all means I am happy to meet and/or chat about this on the phone. I have availability to meet in person tomorrow afternoon, I am also free today to discuss by phone. Appreciate timescales are tight with the hearing on Wednesday.

Kind regards

**PC [REDACTED] Neil 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.



**From:** James McAulay [REDACTED]  
**Sent:** 02 January 2025 15:16  
**To:** Haywood, Neil [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: LICENSING ACT 2003: INVESTIGATION INTO POSSIBLE OFFENCES - COCK BECK

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Hi Neil

David has come back with the following counter-proposal.  
Happy to discuss any points with you and relay anything back to David.

It might be an idea to meet in advance of the meeting. David is keen to show his willingness to work collaboratively with you, West Yorkshire Police and licensing to move things forward.

I have cc'd Matthew for completeness.

Kind regards

**From:** DE Holdings [REDACTED]  
**Sent:** 02 January 2025 14:39  
**To:** James McAulay [REDACTED]  
**Subject:** FW: LICENSING ACT 2003: INVESTIGATION INTO POSSIBLE OFFENCES - COCK BECK

Hi James

Would you be able to submit the below to PC Haywood

1. Vary hours to following

|                    |          |          |
|--------------------|----------|----------|
| Sunday to Thursday | 10:00 AM | 11:30 PM |
| Friday & Saturday  | 10:00 AM | 11:30 PM |

|                           |         |      |                    |          |          |
|---------------------------|---------|------|--------------------|----------|----------|
| Sale by Retail of Alcohol |         | Both | Friday & Saturday  | 10:00 AM | 11:00    |
| Sale by Retail of Alcohol |         | Both | Sunday to Thursday | 10:00 AM | 11:00    |
| Exhibition of a Film      | Indoors | Both | Friday & Saturday  | 10:00 AM | 10:30 PM |
| Exhibition of a Film      | Indoors | Both | Sunday to Thursday | 10:00 AM | 10:30 PM |
| Indoor Sporting Events    | Indoors |      | Friday & Saturday  | 10:00 AM | 10:30 PM |
| Indoor Sporting Events    | Indoors |      | Sunday to Thursday | 10:00 AM | 10:30 PM |

2. The minimum number of accredited security staff on duty shall be:2. The days & times during which security staff shall be present as a minimum are: 6PM until at least 11PM every Friday and

Saturday. Security staff shall remain on duty until such time that all customers have left the area.

**The pub has trading for 100 years without door staff most of the issues are regarding noise which we are looking to amend further on . one of the incidents of violence where the women was refused service we wouldn't have had door staff and the other incident was with a car so we are not sure what good this would have done , the cost of the door staff also makes the pub unviable it is approx £22k a year ,**

3. A security register shall be maintained at the premises for the recording of all security staff on duty on each occasion. The register shall include for each individual: full legible name; SIA registration number; the date and times they commenced and finished duty; and verification by the individual in the form of their signature. This register shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the premises licence holder or nominated person for a period of 12 months from the date of the last entry.  
N/A
4. A search policy shall be in operation and shall be a condition of entry to the premises.  
**Due to not having door staff it is n/a we cant expect bar staff to conduct searches**
5. Notices shall be prominently displayed at entrances of the premises setting out the search and admissions policy.  
N/A
6. All staff deployed for conducting searches shall receive training on the search policy, the procedures for reporting and recording incidents and the safe retention of prohibited items.  
n/a
7. 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 or British Transport Police (as appropriate).

**We have never had serious drug issues at these premises , we have anti drug signage on display , but we could have a drug safe to satisfy the police**

8. The premises licence holder/designated premises supervisor shall inform West Yorkshire Police immediately of any search resulting in a seizure of drugs where the supply of drugs is suspected. Personal use seizures should be placed immediately in the drug safe and recorded in the incident register.

**Happy for this**

9. The premises licence holder/designated premises supervisor will inform West Yorkshire Police immediately where a search results in the seizure of an offensive weapon.

N/A

10. Glass and other sharp objects shall be stored and disposed of safely using suitably secured receptacles.

n/a

11. There will be a dedicated smoking area for patrons at the rear of the property located in the enclosed external area marked in blue on the attached map. Smoking by patrons will not be permitted in other areas.

**Happy for this**

12. Patrons are not permitted to remove drinks in open bottles/glasses or other open vessel to the area marked in red on the attached map.

**I have attached a plan that I think is more reasonable we propose the not in the green area**

13. Patrons are not permitted to consume drinks in the area marked in red on the attached map

**Please see revised plan proposed not in the green area,**

14. There shall be no external seating in the area marked in red on the attached map.

**Please see revised plan proposed not in green area**

15. 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). This includes any external car parking 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.

**We already have cctv on a voluntary basis we shall have it serviced /upgraded and it will remain in good working order, we will also ensure that its available to the directors phones**

16. There shall be a cooling down period where music volume is reduced towards the closing time of the premises.

**All licensable activities to stop 30 minutes prior to closing**

17. People under 18 years of age shall not be admitted to the premises after 8PM Friday and Saturday. This includes external areas such as the car park

**We propose 9pm**

18. Children and young people under 18 years of age shall only be allowed on the premises in the company of an adult.

**Happy for this**

19. A personal licence holder must be on site supervising the premises between 6pm and 11pm every Friday and Saturday

**Happy for this**

20. A register shall be maintained at the premises for the recording of the supervisor on duty on each occasion to comply with condition 19. The register shall include for each individual: full legible name; Personal Licence number; the date and times they commenced and finished duty; and verification by the individual in the form of their signature. This register shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the premises licence holder or nominated person for a period of 12 months from the date of the last entry.

**Happy for this**

21. A 'Check 25' scheme shall be used to prevent the sale of alcohol to people under 18 years of age.

**Happy for this**

22. 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.

**We will be implementing a new training pack provided by or association , which will cover all requirements of west Yorkshire police**

23. 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.

**Happy for this**

24. Noise from a licensable activity at the premises shall be inaudible at the nearest noise sensitive properties.

**Happy for this , tougher measures to be implemented to insure minimum disturbance to neighbours**

25. Except for access and egress, external doors shall remain closed during the performance of regulated entertainment and windows shall remain closed during the entire performance.

**Happy for this**

26. The premises licence holder/designated premises supervisor shall ensure patrons use external areas and in a manner which does not cause disturbance to residents and business in the vicinity.

**Happy for this**

27. A register shall be maintained at the licensed premises showing the name, licence number and contact details including telephone number, for the designated premises supervisor and personal licence holders responsible for authorising alcohol sales. This register shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the Premises Licence holder or nominated person for a period of 12 months from the date of the last entry.

**Happy for this**

28. 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.

**Happy for this**

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

**Happy for this**

**We offer a further condition that no drinks shall be taken to the outside area after 21.30**

**We will also bring in a external dps not from the area**

**Conditions to remove**

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| JL Embedded Restriction 6  | The above restrictions do not prohibit:<br>a. the taking of the alcohol from the premises, (unless the alcohol is supplied or taken in an open vessel,) during the first thirty minutes after above hours;<br>b. the consumption of the alcohol on the premises by persons taking meals there during the first thirty minutes after the above hours, if the alcohol was supplied for consumption ancillary to those meals.<br>c. consumption of the alcohol on the premises by, or, the taking, sale or supply of alcohol to any person residing in the licensed premises;<br>d. the ordering of alcohol to be consumed off the premises, or the despatch by the vendor of alcohol so ordered;<br>e. the sale of alcohol to a trader or club for the purposes of the trade or club;<br>f. the sale or supply of alcohol to any canteen or mess, being a canteen in which the sale or supply of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of Her Majesty's Naval, Military or Air Forces;<br>g. the taking of alcohol from the premises by a person residing there; or<br>h. the supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense, or the consumption of alcohol by persons so supplied;<br>i. the supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence, or the consumption of liquor so supplied, if the liquor is supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises. |
| JL Embedded Restriction 10 | Where the number of children attending the entertainment exceeds 100 the licensee shall ensure that the provisions of Section 12 of the Children and Young Persons Act 1933 are complied with.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Crime and Disorder         | Adopt the Check 21 proof of age scheme in accordance with guidance issued by West Yorkshire Police.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Public Nuisance            | The operating hours of the premises shall be limited to 10:00 to 00:00 , except for Christmas Eve and New Years Eve were it shall extend to 01:00 the following day.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Public Nuisance            | Noise shall be inaudible at the nearest noise sensitive premises after 23:00 hours and when entertainment takes place on a regular basis at all.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|                                                                                                 |
|-------------------------------------------------------------------------------------------------|
| Children under 16 will be supervised by an appropriate responsible adult while on the premises. |
|                                                                                                 |
| Patrons shall not be permitted to use the outside drinking areas after 23:00hrs.                |



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