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

Mob: [REDACTED]
Email: [REDACTED]

Your ref:
Our ref:

15th January 2025

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

Cc: Woodhouse Enterprises LTD., Devere House, 5th Floor, 62 Vicar Lane, Bradford, BD1 5AH

RE: Smash Down, 170 Woodhouse Lane, Leeds LS2 9HB

**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:-

Smash Down, 170 Woodhouse Lane, Leeds LS2 9HB

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

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, 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. . 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 (save for toilets). The CCTV system shall record images to cover the immediate external areas of the premises. At least one member of staff shall be on duty at the premises who can operate the system and

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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. 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.

Staff shall be trained in procedures for dealing with unwell members of the public including those who appear to be affected by alcohol or drugs.

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 which can be clearly seen by people leaving.

Regular checks are to be made of the outside area during the hours of darkness to discourage groups gathering and loitering outside the premises.

During the hours of darkness when the premises is open for trade, the premises will be well illuminated to the satisfaction of West Yorkshire Police.

The premises shall have a written policy with regards to the admittance of children on the premises which provides details of the timings when children must be accompanied by an adult.

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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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:

Smash Down, 170 Woodhouse Lane, Leeds LS2 9HB

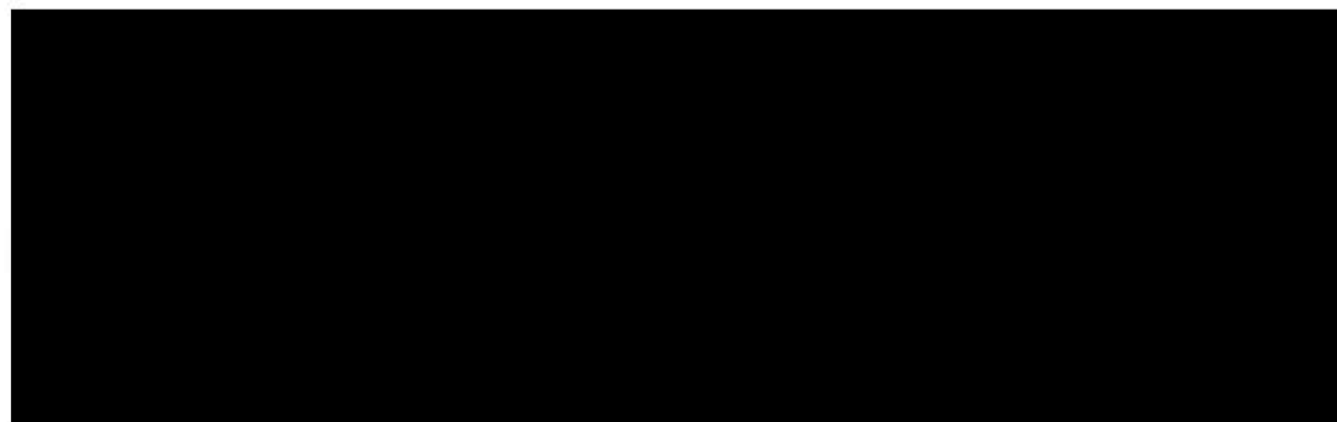
I / WeWoodhouse Enterprises Ltd.....

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: 16/01/25