

APPENDIX A

Section 18 of 21
LICENSING OBJECTIVES
Describe the steps you intend to take to promote the four licensing objectives:
a) General – all four licensing objectives (b,c,d,e)
<p>Please see below.</p>
b) The prevention of crime and disorder
<ol style="list-style-type: none">1. Digital CCTV and appropriate recording equipment to be installed, operated and maintained throughout the premises internally and externally to a standard specification following consultation with Sussex Police. CCTV footage will be stored for a minimum of 28 days, and the management will give full and immediate co-operation and technical assistance to the Police in the event that CCTV footage is requested for the prevention and detection of suspected or alleged crime.2. The applicant and their staff are able to communicate with customers, the public, and representatives of statutory agencies to a level that satisfies Police and Trading Standards that they are able to meet the four licensing objectives.3. Between the hours of 19.00 and 23.00 Monday to Sunday, a minimum of 2 members of staff shall be on duty at the premises.
c) Public safety
A fire risk assessment and emergency plan will be prepared and regularly reviewed. Staff will be given appropriate fire safety training.
d) The prevention of public nuisance
Suitable signs will be fixed in positions easily visible to customers asking them to leave the premises quietly and have consideration for neighboring residential properties.
e) The protection of children from harm
<ol style="list-style-type: none">1. The premises will adopt a policy whereby any person attempting to buy alcohol, who appears to be under 21 will be asked for photographic ID to prove their age. The only ID that will be accepted are passports, driving licence with a photograph, or Portman Group proof of age cards bearing the 'PASS' mark hologram. The list of approved forms of ID may be amended or revised with the prior written agreement of Sussex Police and the Licensing Authority without the need to amend the actual licence.2. All staff who serve in the shop will receive full advance training in relation to the sale of alcohol, and especially the photographic ID and challenge 21 policy.3. The premises will maintain a refusals book to record all incidences of alcohol and other age related products being refused to customers.4. After 7pm young children (under 16) will be allowed on the premises only if accompanied by an adult.5. The premises licence holder to employ an external agency to conduct training for all new staff and refresher training on a quarterly basis with training records sent by email to Local Authority's Trading Standards and Local Authority's Licensing Team.6. The premises licence holder to employ an external agency to conduct test purchases at the premises on a quarterly basis with results of test purchases to be sent to Local Authority's Trading Standards and Local Authority's Licensing team upon completion.

