

## **APPENDIX C**

### **Representation**

From: Tim Hague  
Sent: 03 October 2018 14:23  
To: EHL Safety  
Cc: Tracy Lay  
Subject: Licence - 1445/3/2018/05809/LAPREN

### **MSB CON ENDS 22.10.18 VALID 22.10.18 (A)**

Dear Sir/Madam

I am writing on behalf of Shoreham Port Authority, owner of Unit 5, Hove Enterprise Centre and landlord to Cameron Devlin.

Cameron has informed us of his application for a licence to sell alcohol from his commercial premises.

We would like to object to this application on the basis of crime prevention, public nuisance and public safety.

Unit 5 forms part of an industrial estate comprising 25 units. The units are occupied by trades including caterers, carpenters, offices and mechanics. We do not consider it to be appropriate or consistent with the surrounding uses for alcohol sales to take place at Unit 5.

Hove Enterprise Centre is located along the edge of the shipping canal of Shoreham Port. It is well screened from passing traffic being at the bottom of the embankment, south of the A259. This area is susceptible to antisocial activities as a result, such as vandalism and fly tipping. It is our concern that alcohol sales would increase this vulnerability, in a location which cannot be monitored outside normal working hours.

The sale of alcohol could create a nuisance for our surrounding tenants. Unit 4 is an office, and is used outside normal office hours. Units 1-3 is a day centre for young adults with learning difficulties. Alcohol consumption could mean that adjoining units are disturbed and a nuisance caused.

Unit 5 sits within an operational port. Although there are licenced premises along the port, they are professionally run operations. This is a safety critical, hazardous environment and alcohol sales with limited management is a concern.

The lease of Unit 5 states that the permitted use is as a recording studio and BI. This is the use for which we have planning permission. It is our belief that a licence for the sale of alcohol is not consistent with the industrial estate use of this location. We have a responsibility to object for the benefit of the surrounding businesses.

Please let me know if you require any further information.

Regards

Tim Hague  
Director of Property & Development  
Shoreham Port Authority  
Nautilus House, 90-100 Albion Street  
Southwick, Brighton, BN42 4ED

## **Agreement**

**From:** Hidden Cam Studios  
**Sent:** 22 October 2018 17:12  
**To:** Mark Savage-Brookes  
**Subject:** Re: Premises Licence Application for Hidden Cam Studios Ltd (App No: 1445/3/2018/05809/LAPREN) (PROTECT)

Yes, absolutely. We've been in close contact about everything and all seems very reasonable to me.

**From:** Mark Savage-Brookes  
**Sent:** 22 October 2018 16:11  
**To:** 'record@hiddencamstudios.co.uk'  
**Subject:** FW: Premises Licence Application for Hidden Cam Studios Ltd (App No: 1445/3/2018/05809/LAPREN) (PROTECT)

Dear Cameron,

For complete clarity, can I check that you are happy for the conditions that you have been liaising with Sussex Police over to be attached to a granted Premises Licence?

Kind regards,

**Mark Savage-Brookes** BSc (Hons) MCIEH  
**Technical Officer**  
Safer Communities  
Environmental Health & Licensing  
Brighton & Hove City Council

Telephone: (01273) 292100  
Email: [mark.savage-brookes@brighton-hove.gcsx.gov.uk](mailto:mark.savage-brookes@brighton-hove.gcsx.gov.uk)

**From:** [Brighton.Licensing@sussex.pnn.police.uk](mailto:Brighton.Licensing@sussex.pnn.police.uk) <[Brighton.Licensing@sussex.pnn.police.uk](mailto:Brighton.Licensing@sussex.pnn.police.uk)>  
**Sent:** 22 October 2018 12:16  
**To:** EHL Safety <[EHL.Safety@brighton-hove.gov.uk](mailto:EHL.Safety@brighton-hove.gov.uk)>; Mark Savage-Brookes <[Mark.Savage-Brookes@brighton-hove.gcsx.gov.uk](mailto:Mark.Savage-Brookes@brighton-hove.gcsx.gov.uk)>  
**Subject:** FW: Premises Licence Application for Hidden Cam Studios Ltd (App No: 1445/3/2018/05809/LAPREN)

**Hidden Cam Studios Ltd, Unit 5, Hove Enterprise Centre, Basin Road North, Portslade, BN41 1UY –  
New Application**

**Application No: 1445/3/2018/05809/LAPREN**

Dear Mark,

Sussex Police have no representations to make against this new Premises Licence application.

The applicant has engaged with Sussex Police and a number of comprehensive conditions have been agreed which:

- Reduce the sale of alcohol hours from 01:00 daily to 00:00 daily
- Restrict any sales of alcohol (both on & off) to persons using the premises by way of pre booked appointment

- Limit use of the outside area to between the hours of 18:00 and 00:00 daily
- Limit attendance of any events to be invite only and maximum 25 attendees
- Include
  - CCTV
  - Staff training
  - Challenge 25
  - Incident book
  - Written dispersal policy
  - Adult supervision for any children on the premises

Acceptance of conditions by the applicant is below.

The applicant has confirmed that the sale of alcohol is ancillary to the main use of the premises (it's main purpose being a recording studio) and that alcohol will be stored in a locked fridge that only the DPS has the keys too. Sales of alcohol will only take place when the DPS is on the premises and all off sales have to be in a sealed container. The timings for alcohol sales have been reduced by an hour from what was initially applied for and both on and off sales have the same terminal hour (00:00).

Sussex Police believe that any exceptional circumstances have been met as they have offered comprehensive conditions restricting the sale of alcohol to users of the premises who have a pre booked session/appointment which means that greater control will be had over who is being served and who can access alcohol at the premises. Steps and conditions have also been agreed to mitigate crime and disorder.

Many thanks.

Kind regards,

**Mrs Claire Abdelkader**  
Police Licensing Officer

**Brighton & Hove Licensing Unit**

**Telephone:** 01273 470 101 or 101 Ext 550828 **Mobile** 07920 740958 **Twitter:** @SusPolLicensing @Sussex\_Police

(My working days are Monday, Tuesday and Wednesday. Please send any urgent enquiries outside of those days to [brighton.licensing@sussex.pnn.police.uk](mailto:brighton.licensing@sussex.pnn.police.uk))

**From:** Hidden Cam Studios [<mailto:record@hiddencamstudios.co.uk>]

**Sent:** 22 October 2018 11:02

**To:** [ehl.safety@brighton-hove.org.uk](mailto:ehl.safety@brighton-hove.org.uk)

**Cc:** Brighton Licensing <[Brighton.Licensing@sussex.pnn.police.uk](mailto:Brighton.Licensing@sussex.pnn.police.uk)>

**Subject:** FW: Premises Licence Application for Hidden Cam Studios Ltd (App No: 1445/3/2018/05809/LAPREN)

To whom it may concern,

Please find attached the final conditions from Sussex Police regarding the premises license linked to application number 1445/3/2018/05809/LAPREN

Thank you,  
Cameron Devlin  
Director, Hidden Cam Studios

**From:** [Brighton.Licensing@sussex.pnn.police.uk](mailto:Brighton.Licensing@sussex.pnn.police.uk)  
**Sent:** 22 October 2018 10:17  
**To:** [record@hiddencamstudios.co.uk](mailto:record@hiddencamstudios.co.uk)  
**Cc:** [camerondevlin@hotmail.com](mailto:camerondevlin@hotmail.com)  
**Subject:** Premises Licence Application for Hidden Cam Studios Ltd (App No: 1445/3/2018/05809/LAPREN)

Dear Cameron,

Please find attached the final list of conditions and timings we have discussed regarding your new premises licence application for Hidden Cam Studios Ltd, Unit 5, Hove Enterprise Centre, Basin Road North, Portslade, BN41 1UY.

Could please now forward this email and the attached conditions with your agreement to Brighton & Hove City Council at [ehl.safety@brighton-hove.org.uk](mailto:ehl.safety@brighton-hove.org.uk) to finalise today. If you could also copy in [brighton.licensing@sussex.pnn.police.uk](mailto:brighton.licensing@sussex.pnn.police.uk) that would be much appreciated.

Many thanks.

Kind regards,

**Mrs Claire Abdelkader**  
Police Licensing Officer

**Brighton & Hove Licensing Unit**

**Telephone:** 01273 470 101 or 101 Ext 550828 **Mobile** 07920 740958 **Twitter:** @SusPolLicensing @Sussex\_Police

(My working days are Monday, Tuesday and Wednesday. Please send any urgent enquiries outside of those days to [brighton.licensing@sussex.pnn.police.uk](mailto:brighton.licensing@sussex.pnn.police.uk))

**Sussex Police Final Proposed Conditions for Hidden Cam Studios Ltd – 22<sup>nd</sup>  
October 2018**

**Amended Timings**

Supply of Alcohol (On & Off the Premises) – **Everyday 12:00 – 00:00 (reduced from 01:00)**

**General:**

1. Entry to the recording studio is only by appointment for pre booked sessions and a written record will be made of all users of the premises. This record will include names and contact details and will be retained for a minimum of twelve (12) months.
2. Alcohol will only be sold for consumption by persons using the facilities provided and there by appointment.
3. Alcohol will be stored in a locked fridge and will only be for sale by the DPS when they are on the premises.
4. Only the DPS will have a key to the locked fridges where alcohol is stored. No other keyholders or premises users will have keys to the alcohol fridges.
5. Off sales will be limited to existing customers of the premises who have attended for a pre booked session.
6. Off sales will only be in sealed containers.

**For the Prevention of Crime and Disorder:**

7. (a) Digital CCTV and appropriate recording equipment to be installed in accordance with Home Office Guidelines relating to UK Police Requirements for Digital CCTV System (PSDB Publication Number 09/05), operated and maintained throughout the premises internally and externally to cover the entrance to the premises and the locked fridges where alcohol is stored. The system shall be on and recording at all times the premises licence is in operation.
  - (b) The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside the premises at all times.
  - (c) CCTV footage will be stored for a minimum of 31 days
  - (d) The management will give full and immediate cooperation and technical assistance to the Police in the event that CCTV footage is required for the prevention and detection of suspected or alleged crime.
  - (e) The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy.
  - (f) Subject to GDPR guidance and legislation, the management of the premises will ensure that key staff are fully trained in the operation of the CCTV, and will be able to download selected footage onto a disk (or other

electronic portable device acceptable to Sussex Police e.g. USB) for the police without difficulty or delay and without charge to Sussex Police.

- (g) Any breakdown or system failure will be notified to the police immediately & remedied as soon as practicable.
- (h) In the event of the CCTV system hard drive being seized as evidence as part of a criminal investigation by Sussex Police or for any other reason, the premises will be expected to install a replacement hard drive or a temporary replacement drive as soon as practicable.

- 8. Any events at the premises will be invite only and limited to 25 persons attending (in addition to the band and premises staff).
- 9. There will be a written Dispersal Policy in place as agreed with Sussex Police to prevent groups gathering and remaining in the vicinity of the premises.

Additional conditions as stated in original application or agreed with another Agency

**For Public Safety:**

- 10. An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises.
  - a) The log will be inspected and signed off by the DPS (or a person with delegated authority) at least once a month.
  - b) The log book should be kept on the premises and be available for inspection at all times the premises are open by authorised officers of the Licensing Authority or the police. An incident will be defined as being one which involves an allegation of a criminal offence.
  - c) Any refusals made for alcohol service e.g. underage or drunkenness, will also be recorded (either in electronic or written form) and feedback given to staff as relevant. The log will be kept for a minimum of twenty four (24) months.

Additional conditions as stated in original application or agreed with another Agency

**For the Prevention of Public Nuisance:**

- 11. Consumption of alcohol in the outside area will be limited to between the hours of 18:00 and 00:00.

Conditions as stated in original application or agreed with Environmental Protection

**For The Protection of Children from Harm:**

- 12. No children under the age of 16 will be allowed on the premises unless under the supervision of a specified adult e.g. a parent or guardian.
- 13. Where bookings are made for persons aged under 18, the Designated Premises Supervisor (DPS) will be present on the premises for the entirety of the booked session until the under 18s have left the premises.

14. a) The Premises Licence Holder shall ensure that all staff members engaged or to be engaged, in selling alcohol at the premises shall receive the following induction training. This training will take place prior to the selling of such products:

\*The lawful selling of age restricted products

\*Refusing the sale of alcohol to a person who is drunk

b) Further verbal reinforcement/refresher training covering the above will be carried out thereafter at intervals not to exceed 8 weeks, with the date and time of the verbal reinforcement/refresher training documented.

c) All such training undertaken by staff members shall be fully documented and recorded. All training records shall be made available to Sussex Police, officers of the local authority and officers from the Trading Standards team upon request.

15. The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The recommended forms of ID that will be accepted are passports, official Photographic Identity Cards issued by EU states bearing a hologram or ultraviolet feature, driving licences with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram. The list of recommended forms of ID may be amended or revised with the prior written agreement of Sussex Police, the Licensing Authority and Trading Standards without the need to amend the licence or conditions attaching to it.

16. Signage advertising the 'Challenge 25' policy will be displayed in prominent locations in the premises.

