

APPENDIX A

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| 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) List here steps you will take to promote all four licensing objectives together. |
| The premises will operate to a high standard, and will do so should this licence be granted in terms of the sale of alcohol. All staff will be fully trained on induction in their responsibilities with regard to the sale of alcohol, and will be retrained every six months, with recorded training records kept for inspection. |
| b) The prevention of crime and disorder |
| 1. An incident log shall be kept at the premises, and made available on request to an authorised officer of the Council or the Police. It must be completed within 24 hours of the incident and will record the following: a)all crimes reported to the venue b)all ejections of patrons c)any complaints received concerning crime and disorder d)any incidents of disorder e)all seizures of drugs or offensive weapons f)any faults in the CCTV system, searching equipment or scanning equipment g)any refusal of the sale of alcohol including date, time and name of staff member h)any visit by a relevant authority or emergency service. 2. A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record shall be available for inspection at the premises by the police or an authorised officer of the Council at all times whilst the premises is open. 3. All staff members should be checked to ensure they have the right to work in the UK. These checks should be made available upon requests to all responsible authorities. All associated 'entitlement to work' documents: a)must be logged and kept on the premises for the duration of the employment; and b)must be retained for a minimum of 12 months after employment has ceased. 4. Customers shall only consume alcohol which has been purchased from the premises. 5. The premises shall install and maintain a comprehensive CCTV system. All entry and exit points must be covered enabling frontal identification of every person entering in a light condition. The CCTV system shall continually record whilst the |

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premises are open. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer of the Council.

6. A staff member from the premises who is conversant with the operation of the CCTV system shall be in the premises at all times when the premises is open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested and within a maximum of 24 hours of the initial request.

7. Subject to Data Protection 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/USB Stick for the Police or as practicable. Repair records / invoices shall be kept on site for at least 12 months and be readily available to be viewed by all authorised persons upon request.

8. Any CCTV breakdown or system failure will be notified to the Police and Local Authority immediately & remedied as soon as practicable. Repair records / invoices shall be kept on site for at least 12 months and be readily available to be viewed by all authorised persons upon request.

9. Notices shall be prominently displayed within the premises stating that CCTV is in operation.

10. All alcohol products sold at the premises shall have the relevant UK duty paid label attached.

11. No person shall be allowed to leave the premises whilst in the possession of any drinking vessel or open glass bottle, whether empty or containing any beverage

12. Any person entering the premises who appears to be under the influence of alcohol or drugs shall in the interests of other members of the public using the premises be requested to leave the premises.

13. The premises shall operate a zero tolerance policy to the supply and use of drugs

14. Anyone who appears to be drunk or intoxicated shall not be allowed entry to the premises and those who have gained entry will be escorted from the building immediately.

c) Public safety

Staff will be trained to be alert to any potential danger to customers and react accordingly. If they are unable to quickly defuse the situation without risk to customer or staff, then they are instructed to call the police. All relevant fire procedures are in place for a premise of this size.

d) The prevention of public nuisance

Patrons attending the premises will be reminded of their responsibilities to leave the premises quietly.

Cigarette bins will be provided to encourage smokers to dispose of their cigarettes in a safe manner.

Signage relating to Taxi services available, including phone numbers, will be displayed at the entrance to the premises.

• All events will cease at 01:00 hours with events beginning to wind down from 00:30, by way of softening of the music, both in volume and style, and repeated instructions from the DJ on how best to leave the premises, having full regard for neighbouring residents.

• All speakers for live or recorded music will be fitted with noise limiters, (at a level agreed by EH)

The operational panel of the noise limiter shall then be secured by key or password to the satisfaction and agreed by an Environmental Health Officer or other nominated representative of Brighton City Council. Access shall only be by persons authorised by the Premises Licence holder, in writing. The limiter shall not be altered without the written consent with Brighton City Council. No alteration or modification to any existing sound system(s) should be effected without prior notification of an Environmental Health Officer or other nominated representative of Brighton City Council.

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- The noise limit set on the noise limiter may be reviewed by an Environmental Health Officer or other nominated representative of Brighton City Council in accordance with the process set out above.
- No additional sound generating equipment shall be used on the premises without being routed through the sound limiter device.
- All speakers will be positioned as to face away from doors or windows.
- External monitoring of noise levels to be carried out at 30- minute intervals at all events, at all noise sensitive areas of the property. Findings to be recorded and signed for all checks. These checks to be kept for 6 months for inspection by EH or other officers of the council.

e) The protection of children from harm

The premises shall operate a Challenge 25 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of an authorised person' (as defined by Section 13 of the Licensing Act 2003) or the police or an authorised Trading Standards Officer of the Council.

Prominent, clear and legible signage (in not less than 32 font bold) shall also be displayed at all entrances to the premises as well as at, at least one location behind any bar advertising the scheme operated.

A written register of refusals will be kept including a description of the people who have been unable to provide required identification to prove their age. Such records shall be kept for a period of 12 months and will be collected on a daily basis by the Designated Premises Supervisor and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of the Council on demand.

