

Appendix A

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)

© Queen's Printer and Controller of HMSO 2009

Continued from previous page...

List here steps you will take to promote all four licensing objectives together.

1. The provision of licensable activities shall at all times be ancillary to the primary use of the premises as office space.
2. The reception desk on the ground floor shall be staffed at all times the premises are in operation.
3. Access to the premises will be restricted to members only who are in possession of a key fob or similar access device and their invited guests.
4. All guests attending functions at the premises where alcohol will be served must sign in and a record kept.
5. There will be no overt advertising of the licence facilities outside of the premises.
6. No children under the age of 18 will be allowed on the premises unless accompanied by and under the control of an adult.
7. There shall be no consumption of alcohol in the other non-licensed areas of the building and appropriate signage shall be displayed throughout the building to reinforce this.
9. There will be no vertical drinking in the licensed areas, subject to condition [10] below.
10. Vertical drinking will be permitted for pre-arranged events held inside the premises, for educational, networking or other similar events linked with the use of the premises to promote business. A record of such events will be kept on the premises and available for inspection by the Licensing Authority or the police.
11. Whenever the premises is conducting the sale of alcohol for events for 100 persons or more, then either the designated premises supervisor, another personal licence holder or a suitable Licensing Act 2003 trained manager shall be present within the licensed premises.
12. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram
13. SIA registered door supervisors shall be employed when a requirement is identified by the Licence Holders risk assessment. The written risk assessment will be reviewed at least once every calendar year. The written risk assessment will take into account information of guidance offered by the Police and also taking in to account busy periods such as Bank Holidays, seasonal variations and other city centre events e.g. Pride. The written risk assessment will be available on the premises for inspection of the Police and Authorised Officers of the Licensing Authority.
14. (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 to cover all public areas, including the entrance to the premises. 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) 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.
15. An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises. The incident log will be inspected and signed off by a person with delegated authority at least once a week. 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.
16. The premises shall at all times maintain and operate an age-restricted sales refusal recording system (either in book or electronic form) which shall be reviewed by the Designated Premises Supervisor at intervals not to exceed 4 weeks and feedback given to staff as relevant. This refusals recording system shall be available upon request to police staff, Licensing Authority staff and Trading Standards
17. The number of persons accommodated at any one time (excluding staff) shall not exceed the following: 300
18. The premises licence holder shall ensure that any patrons smoking outside the premises do so in an orderly manner and

© Queen's Printer and Controller of HMSO 2009

Continued from previous page...

are supervised by staff so as to ensure that there is no public nuisance or obstruction of the public highway

19. No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.

20. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.

21. Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.

22. A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity upon request

23. During the hours of operation of the premises, the licence holder shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises, and that this area shall be swept and or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business.

24. There shall be no striptease or nudity, and all persons shall be decently attired at all times, except when the premises are operating under the authority of a Sexual Entertainment Venue licence.

25. The premises may remain open for the sale of alcohol, regulated entertainment and the provision of late night refreshment from (1) the terminal hour for those activities on New Year's Eve through to the commencement time for those activities on New Year's Day (2) one hour before and one hours after a live broadcast of the annual (American) Oscars event.

26. No deliveries to the premises shall take place between 23:00 hours and 07:00 hours on the following day.

27. No rubbish, including bottles, shall be moved, removed or placed in outside areas between 2300 hours and 0700 hours.

28. Substantial food and non-intoxicating beverages, including drinking water, shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises

29. Open containers of alcohol shall not be removed from the premises, save for consumption in any delineated external area.

30. Doors and windows at the premises are to remain closed after 11pm, save for access and egress.

31. A copy of the premises' dispersal policy, smoking policy and noise management plan shall be made readily available at the premises for inspection by a police officer and/or an authorised officer of Brighton Council

32. The NightSafe' radio system or similar accredited scheme shall be operated from 19:00 hours until the premises have closed.

33. The premises shall operate a zero-tolerance approach to drugs and weapons

34. The licence holder shall enter into an agreement with a private hire firm to provide transport for customers with contact numbers made readily available to customers upon request Where possible a call back system will be operated and drivers instructed not to sound their horns when collecting customers

35. All staff members engaged, or to be engaged, in selling or delivery of alcohol on or from the premises shall receive the following training in age-restricted sales:

- Induction training which must be completed, and fully documented, prior to the sale of alcohol by the staff member; and refresher training thereafter at intervals of no less than 8 weeks.
- All age-restricted sales training undertaken by staff members shall be fully documented and recorded. All training records shall be made available to Sussex Police, officers of the licensing authority and Brighton & Hove Trading Standards Service

Continued from previous page...

upon request. Also all staff are fully trained and understand the company's policy of non-delivery where approved ID is not available

b) The prevention of crime and disorder

see above

c) Public safety

see above

d) The prevention of public nuisance

see above

e) The protection of children from harm

see above

