

## 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)

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

We are focused on good management of our business.

We will adhere to the Brighton & Hove City Council Statement of Licensing Policy.

All staff will receive effective training awareness of the licensing objectives and the sale/supply of alcohol. All new members of staff will be trained prior to commencement of their duties.

All staff engaged in licensable activity at the premises will receive training and information in relation to the following:

- The Challenge 25 Policy including the forms of identification that are acceptable
- The hours and activities and conditions permitted in the premises licence
- How to complete and maintain the refusal register in operation at the premises
- Recognising the signs of drunkenness
- The operating procedures for refusing service to any person who is drunk, under-age or appears to be under-age, or appears to be making a proxy purchase
- Action to be taken in the event of an emergency, including reporting an incident to the emergency services.

Training shall be recorded in documentary form and shall be regularly refreshed every year. Training records shall be made available for inspection.

Our age verification policy is on site, the DPS will ensure all staff are not only aware of the policy but also are applying it. We recommend photo ID at the point of delivery, ID will be checked and if the age of the customer cannot be verified, the sale will not be made. We will pay particular attention to the licensing objective that of protection of children from harm and will work with Brighton & Hove City Council to achieve this objective.

Potable water will be available for all customers.

Contact details of local taxi operators will be made available.

A refusals book shall be operated and maintained on the premises to record refused sales of alcohol which shall be made available to the Police and Licensing Authority on demand.

We will give notice of special events held at the premises to the relevant authorities and agree appropriate additional measures. Notice will be provided 31 days prior to the event.

All off-sales to be made in sealed containers for consumption away from the premises.

b) The prevention of crime and disorder

Premises checks will occur at regular intervals throughout opening hours.

A written drugs policy shall be in place and operated at the premises. The policy will minimise the opportunity to use or supply illegal substances within the premises. The policy will be made available for inspection and copying upon request by an authorised officer of a responsible authority.

A structured training programme surrounding substance misuse will be in place. Training will be undertaken annually for all staff that deal with persons who are in the possession of/ or incapacitated through the use of drugs or the combined effect of drugs and alcohol. Records will be maintained detailing the time and date of substance misuse training, the people who received the training, and the name of the person delivering the training. Records will be available for inspection by an authorised officer of a responsible authority at all reasonable times. The records will be retained for at least 12 months.

No illegal drugs shall be permitted on the premises, all staff and customers will be made aware we have a zero tolerance to drugs on the premises.

A clear and legible notice must be prominently displayed at all entrances to the premises advising those attending, that the Police will be informed if anyone is found in possession of controlled substances or weapons.

All staff will be trained to ensure no open containers leave our premises. All staff will be briefed daily and any problems identified, recorded with actions. We will engage with the community police/Safer Neighbourhood Team regarding any local crime and disorder issues, and implement recommended actions.

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We will adhere to the Portman Group on drinks strategy and adopt a no proof no sale scheme and adopt Challenge 25. We will have procedures in place to conduct age verification checks – Passports, Photo Drivers Licences and Proof of Age Standardisation (POAS) to ensure we know the age of our customers and stand which identification to accept

We have CCTV both to the exterior and interior of the premises, including the bar and main social/restaurant area. The system comprises of 6 cameras and a 31 day memory

We will provide litter bins to help reduce rubbish and litter. All staff will monitor external areas to keep the area litter free. There is adequate internal and external lighting. All lighting will be checked regularly.

All of those in charge will work closely with the Police, Fire Authority, local businesses and local people to ensure our customers are not endangered at anytime. All staff will receive ongoing training including identification of anti-social behaviour.

A Violence Workplace Policy shall be in place and operated at the premises. The policy will be made available for inspection.

An incident log shall be kept and maintained at the premises which will include a log of the following:

Any incidents of disorder or of a violent or anti-social nature

All crimes reported to the premises or by the premises to the police

All ejections of patrons

Any complaints received

Seizures of drugs or offensive weapons

Any faults in the CCTV system

Any visits by a responsible authority (under the Licensing Act 2003) or emergency service.

Records will be completed within 24 hours of any incident, and will contain the time and date, the nature of the incident, the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident. The logs shall be kept for at least 12 months following the date of entry and be made available for inspection and copying upon request of an authorised officer of a responsible authority.

We will become a member of the Business Crime and Reduction Partnership and the Night Safe Radio Scheme. We will engage with the police regarding any local crime and disorder issues and implement recommended actions.

Crime prevention notices will be displayed.

We have a customer dispersal policy to ensure are customers leave quietly to prevent disorder, signs will be displayed. No children under the age of 18 years will be allowed on the premises at any time unless with an adult over 18 years of age. Hours of operation will be from 20:00 hours on Friday and Saturday. The supervisor(s) shall remain on duty until the premises closes.

There shall be a minimum of one door supervisor per 100 customers and staff, who have been accredited by the Security Industry Authority on duty from 20:00 hours on Friday and Saturday and who shall remain on duty until the premises closes.

The premises licence holder shall ensure that the following details for each door supervisor, are entered on our register:

Full name & SIA Certificate number including expiry date of that accreditation

The time they began their duty

The time they completed their duty.

This register will be kept at the premises at all times and shall be maintained as to enable an authorised officer of the Licensing Authority or a constable to establish the particulars of all door supervisors engaged at the premises during the period of not less than 31 days prior to the request and shall be open to inspection by authorised officers of the Licensing Authority or a constable upon request.

### c) Public safety

Risk assessments have been completed and will be adhered to and checked regularly. Our customers have a right to expect that all due consideration has been taken of their needs with respect to public safety. We have all the relevant certificates for electric and gas. All portable equipment, fire equipment and emergency lighting, will be checked and maintained and kept in good working order and tested regularly.

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We will maintain all escape routes and exits.

We are working closely with a fire risk consultant to produce our rigorous Fire Risk Assessment. The same consultant is working with our building contractor, this will include a sprinkler system, a fire evacuation plan. All staff will be trained on fire evacuation and use of fire equipment. The fire evacuation notice will be displayed, maintained and kept in good condition. All training will be carried out regularly. Fire drill and emergency lighting tests will be conducted monthly. All records are available for inspection.

There is a Smoking Policy Statement and sign displayed at the premises we have a zero tolerance to smoking. Customers permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them. During peak hours, door supervisors will closely monitor and control the number of customers congregating outside the building.

We will have a first aid box and accident book. A risk assessment will be taken to deal with the first aid requirements, the designated first-aider will be trained to deal with drug and alcohol related problems.

We have undertaken a risk assessment and identified the maximum number of people attending the premises at any one time so all can be evacuated safely in the event of an emergency. All exits will be maintained, daily checks will take place to make sure the exits are free from obstructions, in good order with non-slippery surfaces. All exits are clearly identifiable. Access for emergency vehicles will be kept clear and free from obstruction.

We have a fire alarm and fire extinguishers both will be inspected and certified. All exits will be maintained, daily checks will take place to make sure the exits are free from obstructions, in good order with non-slippery surfaces.

The premises is adequately illuminated during the hours of darkness and when we are open for the licensable activities. All exits are clearly identifiable. Access for emergency vehicles will be kept clear and free from obstruction. Safety checks will take place at the start of each day, all checks will be recorded, emergency lighting will be maintained and working prior to admission of the public. All relevant certificates are on site and available for inspection.

We will ensure that adequate provision is made for the collection and disposal of waste and litter at our premises.

All drinks shall be served in toughened glass. No drinking vessel, glass or bottle may be taken from the premises.

The collection of glasses and bottles shall be undertaken at regular intervals to ensure there is no build-up of empties in and around the premises.

The maximum number of persons allowed at the premises shall not exceed 250.

I am aware of the need to conduct ongoing Health & Safety risk assessments to identify and deal with hazards that might involve tripping, manual handling, electric shock, hazardous substances, etc. My customers have a right to expect that all due consideration has been taken of their needs with respect to public safety.

A logbook will be maintained to show that regular checks have been carried out. Staff will be advised of the findings from the risk assessments during training. The escape route and exit will be maintained and free from obstructions. Exits will be clearly identifiable.

All internal and external doors, fixtures and fittings, lighting and emergency lighting will be kept in good working order and regular checks made.

#### d) The prevention of public nuisance

Our management have been trained to be responsible at all times. All staff will make regular visits to all parts of the premises including toilets and external areas. All relevant staff employed at the premises are trained in the orderly dispersal of both customers and themselves.

No deliveries (in relation to licensable activities) to the premises shall take place between 19:00 and 06:00 hours. All commercial deliveries, collection and storage or disposal of waste will be restricted to specific times.

We will ensure all staff leave the premises quietly at the end of their shifts so as to avoid causing disturbance or nuisance to local residents. The outside area shall be regularly swept and litter and sweepings collected and stored in accordance with

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the approved refuse storage arrangements by close of business.

A written dispersal policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours.

Clear and legible notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and to leave the vicinity as quickly and quietly as possible. Telephone numbers for local taxi firms will be made available.

A sufficient number of suitable receptacles will be located in appropriate locations for the depositing of waste materials such as food wrappings, drinks containers, smoking related litter by customers.

Noise nuisance could affect residents living near to the premises, therefore, we will have a complaints log.

A telephone number shall be made available for neighbours and local residents to contact in the case of noise-nuisance or anti-social behaviour by persons or activities associated with the premises. The telephone number will be a direct number to the Designated Premises Supervisor. A record will be kept by management of all calls received, including the time, date and information of the caller, including action taken following the call. Records will be made available for inspection and copying by an authorised officer of a responsible authority throughout the trading hours of the premises.

We will limit the escape of noise from the premises and monitor noise levels and its impact on the community, doors and windows will be closed except for ingress and egress to minimise noise leakage after 22:00.

We are conducting an acoustics survey to assess noise leakage from the premises. We will install sound proofed ceiling installation.

e) The protection of children from harm

We will ensure that we have adequate staff on duty when the premises is open for licensable activities.

All children under the age of eighteen years of age have to be accompanied by a responsible person who has attained the age of 18 years or above.

Challenge 25 notices will be displayed.

Proof of age scheme and age verification policy in use at all areas of the premises.

No children under the age of 18 are permitted to consume or purchase alcohol in the premises.

We encourage a culture in which the checking of proof-of-age cards is accepted as the norm in circumstances where doubt might otherwise exist. We verify a person's age by the following identification, passport, photo card driving licence issued in a European Union country and the Proof of Age Standards Scheme Card e.g. the PASS card.

All staff will have received training prior to working, and records will be kept on site with the date and name of the person trained.

We will have a refusals book and train all staff in the importance of checking for proxy sales. The refusals book will include the date and time of the refusal, details of the person refusing the sale and description of the customer. The refusals book shall be made available for inspection when requested by an authorised officer. The book will be inspected monthly by the DPS and signed to confirm inspection.