

Appendix A

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Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

We are a small local café business, operating for over 10 years on Trafalgar Street and have a very good relationship with our neighbours, many of them being our regulars. We are also very much a part of the wider local community and businesses. It's our intention to speak with the North Laine Association and work with them closely, should any concerns arise. After the challenges and difficulties brought on by the COVID-19 Pandemic and the subsequent increase in costs across all aspects of our business, we would like the chance to develop the business. Our intention is to refine our offerings to include a limited small selection of craft beers and fine wines, which will only be served with food, in small measures (no pints would be served, max size schooner) creating a café / bar ambiance. We will continue to be a food and coffee led business and have no intention or capacity to store or serve alcohol in large quantities. Being a small café with limited seating, we don't intend to serve large groups of people for example stag or hen parties. We are extremely mindful of our regulars and neighbours and have no intention to develop the business in a way which would negatively impact anyone. We would be happy to follow strict licensing conditions where they are thought by the council to be necessary to protect the local area.

b) The prevention of crime and disorder

1. The premises licence holder shall ensure that CCTV cameras and recorders are installed at the premises and are of a standard acceptable to and approved by the Police.
2. The system shall be maintained in good working order and at all times the premises is open to the public, be fully operational covering both internal and external areas of the premises to which the public have access.
3. The CCTV camera views are not to be obstructed.
4. The medium on which CCTV images are recorded shall be of evidential quality; stored securely; shall be retained for a period of 31 days; and be available for inspection by the Police or Local Authority upon request.

5. At all times when the premises are open for the purposes of licensable activities, a suitably trained member of staff shall be present to assist the Police or an authorised officer in obtaining the CCTV footage.
6. Copies shall be made available within 48 hours to the Police or Local Authority, upon request.
7. The facility to transfer the images to a compatible, removable format shall be held on the premises.
8. Staff working at the premises shall be trained in the use of CCTV and a log will be kept to verify this.
9. A comprehensive staff training programme is to be put together which will cover the Licensing Act 2003: Fire evacuation procedures, Critical Incident best-practice. This training is to be clearly documented and any training for future staff must also be organised at the appropriate time. Details of training are to be available for inspection by Police or other responsible authority, upon request.
10. No persons carrying visibly open or sealed alcohol vessels shall be admitted to the premises at any time that the premises are open for any licensable activity.

c) Public safety

1. Police must be called to incidents of violence and/or disorder where appropriate.
2. An incident log shall be kept at the premises, and made available on request to an authorised officer or the Police, which will record the following:
 - (a) All crimes reported to the venue
 - (b) All ejections of patrons
 - (c) Any complaints received
 - (d) Any incidents of disorder and violence
 - (e) All seizures of drugs or offensive weapons
 - (f) Any faults in the CCTV system
 - (g) Any refusal of the sale of alcohol to include date, time, and staff member
 - (h) Any visit by a relevant authority or emergency service.
3. Regular litter and glass collections shall be periodically carried out in all areas where customers are congregating.
4. Substantial food and suitable non-intoxicating beverages, including drinking water, shall be available during the whole of the permitted hours in all parts of the premises where intoxicating liquor is sold or supplied.
5. When the venue is open for licensable activities, the toilets are to be checked by staff regularly.
6. Alcohol will only be served to customers who are seated.
7. Staff shall regularly supervise the pavement area outside the premises to ensure customers are not blocking pavements or causing nuisance to neighbouring premises.

d) The prevention of public nuisance

1. Notices shall be prominently displayed at the premises reminding customers to leave quietly.
2. Staff shall regularly supervise the pavement area outside the premises to ensure customers are not blocking pavements or causing nuisance to neighbouring premises.
3. Regular litter and glass collections shall be periodically carried out in all areas where customers are congregating.
4. Save for persons temporarily leaving the premises to smoke, the use of the external area shall be restricted to 09:00 to 21:00 Mon-Sun.
5. Management/staff will ensure that patrons utilising the external area, remain within the curtilage of the venue when consuming alcohol.

e) The protection of children from harm

1. A Challenge 21 policy will be enforced, where any person reasonably looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol and signs to this effect will be displayed at the premises. The only acceptable forms of identity will be those with photographic identification documents recognised in the Home Office guidance; including passports, photo-card driving licence or proof of age card bearing the PASS hologram.

Checklist:

