

Appendix C

**Proposed conditions from Sussex Police and Environment Protection for LMJ Church Rd Ltd,
T/A Harvest, 22 Church Road, Hove, BN3 2FN**

Annex 2 – Conditions consistent with the Operating Schedule

General:

1. The Premises Licence granted in respect of 22 Church Road, (1445/3/2021/00859/LAPRET) shall be surrendered no later than 5 working days after the opening to the public of the store to which this Licence applies.
2. No Beers, lagers or ciders above 5.5% ABV shall be sold at the premises.
3. No more than 15% of floor space of the premises shall be dedicated to the sale of alcohol and no alcohol shall be stacked on the floor.
4. No spirit miniatures (below 700ml) shall be sold at the premises.
5. All spirits shall be stored behind the sales counter.
6. All alcohol shall be stored where the counter staff have a clear unobstructed view to minimise the risk of shoplifting.
7. Authorised staff employed by Sussex Police in the role of licensing officer shall have the right of access to the licensed premises during hours of operation for the purpose of inspection of the premises and premises records in order to ensure the promotion of the licensing objectives.
8. There will be no advertising of alcohol placed on the outside footpath such as A Boards.
9. There will be no advertising of promotions/deals on any alcoholic product that can be seen from outside the premises including window posters.

The Prevention of Crime and Disorder:

10. (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 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.
11. (a) An incident and refusals log will be maintained by the premises showing a detailed note of incidents and refusals that occur in the premises. The logs will be inspected and signed off by the DPS (or a person with delegated authority) at least once a month.
- (b) The logbooks should always be kept on the premises and be available for inspection 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, will also be recorded (either in electronic or written form) and reviewed once a month with feedback given to staff as relevant.
- (d) The logs will be kept for a minimum of twenty-four (24) months.
12. The premises will become a member of the Business Crime Reduction Partnership or similar scheme approved by the Licensing Authority. The scheme must operate, subject to local coverage, radios and additionally an exclusion/banning scheme of named individuals within both the day and night-time economy.
13. At all times the premises is open to the public, the management will contract the backup services of an approved mobile support unit (MSU) 24 hours a day, with a minimum of 2 SIA registered Door Supervisors operating from it. A copy of the MSU contract will be retained at the premises and made available for immediate inspection upon request by Sussex Police or Council Officials. The MSU will be accredited by the Brighton Business Crime Reduction Partnership (BCRP) or other similar organisation approved by Sussex Police should the BCRP not be in existence.

The Prevention of Public Nuisance:

14. Displaying of notices at the premises exit asking customers to be quiet and respect the needs of local residents as they leave.
15. Taking steps to disperse crowds that gather outside your premises to ensure they do not cause a nuisance to neighbours.
16. Ensuring that drop off, collection, or placing deliveries, and recycling or rubbish collection including glass from outside the premises are done between the hours of 7am and 7pm.
17. Ensuring that delivery vehicles waiting or arriving to collect orders will be parked/waiting legally and not cause a public nuisance by way of obstructing the highway or footpaths or causing unnecessary noise.
18. Liaising with local residents and businesses to address any issues they may have and deal with these problems.

Public Safety:

Any other conditions agreed with another Responsible Authority

The Protection of Children from Harm:

19. 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.
20. Signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises.
21. (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
 - Refusing the sale of alcohol for consumption off the premises to people who may have alcohol dependency issues.
- (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.

