

APPENDIX A

PART P

LICENSING OBJECTIVES
<p>Describe the steps you intend to take to promote the four licensing objectives:</p> <p>a) General – all four licensing objectives (b,c,d,e)</p> <p>If the club wishes members and their guests to be able to consume alcohol on the premises select on, if the club wishes people to be able to purchase alcohol to consume away from the premises select off. If the club wishes people to be able to do both select both.</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>
<p>b) The prevention of crime and disorder</p> <p>Supply of alcohol to be everyday from 09.00 to 06.30, except the outside area which will cease at 02:00 under normal conditions and 03:00 on a club night</p> <p>Digital CCTV and appropriate recording equipment to be installed in accordance with Home Office Guidelines relating to UK Police Requirements for Digital CCTV System, operated and maintained throughout the premises internally and externally to cover all public areas (including the entire outside seating area), including the entrance to the premises. The CCTV cameras and recording equipment must be of sufficient quality to work in normal lighting levels inside the premises at all times. CCTV footage will be stored for a minimum of 28 days and 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. The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy. 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 for the police without difficulty or delay and without charge to Sussex Police. Any breakdown or system failure will be notified to the police immediately & remedied as soon as practicable.</p> <p>An easy to use instruction manual will be kept with the CCTV system unit providing clear written step-by-step instructions on how to select and record CCTV footage onto a DVD disc.</p> <p>Door Staff conditions</p> <p>The minimum requirement of one security staff for every 100 customers will be met plus one, i.e. 300 customers will have four security staff.</p> <p>There will be a detailed door policy, for live music and Dance nights, which will include search/seizure/arrest procedures, particularly in relation to controlled drugs and offensive weapons.</p> <p>SIA registered door supervisors must operate from the premises on Friday and Saturday nights when the premises is going to transform from restaurant into a nightclub and/or bar</p>

Home Office, 2010, and Controlled by HM Coastguard

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On Friday and Saturday nights a minimum of one SIA door supervisor will patrol the outside seating area from 22:00 until 02:00 and 03:00 on a club night when the outside area will be cleared and closed.

The door supervisors must commence work at least half an hour before the transition from restaurant to nightclub takes place, and in all cases no later than 23.00.

There must be a minimum of one door supervisor operating from the premises.
There will be a minimum of one door supervisor for every one hundred persons or part thereof.

When there is more than one floor inside the premises in operation, there must be a door supervisor on each floor in addition to one door supervisors on the door.

A documented risk assessment must be written by the Designated Premises Supervisor and agreed by Sussex Police, which identifies the activities undertaken at the premises and the controls necessary to promote the licensing objectives. It will include a written assessment demonstrating what considerations have been made for both normal day to day activities and any special events or functions which may arise during the year. This document shall be immediately available for inspection by the Police and the Licensing Authority, upon request. SIA trained and licensed door supervisors shall be employed on occasions when a requirement is identified by the licence holder's risk assessment or requested by Sussex Police.

Door Supervisors, ancillary provisions:

1. All personnel carrying out security (door supervisors) shall be licensed by the security Industry Authority.
2. Records shall be maintained at the premises containing the full name, date of birth and home address of every door supervisor.
3. On initial employment of the door supervisor, authentic proof of identity shall be obtained in the form of passport, driver's licence or a birth certificate.
4. The record shall include all dates and times when a door supervisor is employed.
5. If staff are employed through an agency, the name and address of the agency must be included in the entry referring to the person employed by the agency.
6. Any such record must be in a form approved by the Licensing Authority. [In the event that no form is either issued or approved by the Licensing Authority, the management may draft their own form but this must contain all the information stipulated in this section].
7. The DPS (or in the absence of the DPS the person with delegated authority) will ensure door supervisors display their SIA badges at all times they are on duty.

The premises will become a member of NIGHT SAFE or any similar organisation set up to replace this one. The premises will sign up for the Night safe Radio System. The premises will also sign up to the Business Crime Reduction Partnership (BCRP) Yellow Card Scheme.

The premises will set up an incident reporting procedure with the Police to record all incidents happening at the premises.

Drugs

The management and premises will have an absolute zero tolerance policy towards drugs and drugs misuse. Any illegal drugs seized will be stored in a secure 'drugs box', and periodically the management will request the Police to come and remove all drugs found in the 'drugs box' for destruction

In the event that a person is found on the premises actively dealing in drugs, that person will be detained and the Police will be called to the premises. Any person found with any more than a very small quantity of drugs on their possession which they claim is for personal use, will still be treated as 'dealing' and detained until the Police are called and arrive. That person or persons will also be banned from the premises for life.

The management will permit the Police to use an 'ION Track' drugs detector or other similar device inside the premises to detect the illegal use of drugs and will sign the Police consent form.

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The premises will offer a cloakroom facility to customers [NB: Police Licensing may request in writing that the cloakroom facility is offered free of charge to patrons at a later date in the event of wallet, phone and handbag thefts]. Only small clutch bags with personal essentials, medication and make up will be permitted into the club

c) Public safety

There shall be provision of designated and suitably trained first aiders.
From 23.00hrs no glass whatsoever (whether drinking receptacles or bottles) will be accessible or served in the public areas of the premises (including the outside area, with the exception of customers in the restaurant area consuming food with beverages in glasses served before 23.00hrs. This condition will also apply to private parties and functions.

d) The prevention of public nuisance

Staff will take all reasonable steps to control disorderly and noisy behaviour by customers inside and outside the building. Notices are placed reminding the customers to leave the premises in an orderly manner.

A noise limiter shall be provided to control all amplified music and be set at a level agreed with the Pollution control team of the Environmental Health Department and regularly maintained

All outdoor entertainment should stop by 23.00 hours.
On a normal night (ie, not a club night) the outside area must be cleared by 02:00. On a club night the outside area must be cleared by 03:00. The outside area will be cordoned off by either a windbreak or a crowd control barrier in use from 23:00 until the area is cleared at close of business to provide a barrier on the square and ensure that there is only one entrance to the outside area. All patrons using the outside area must be seated.

e) The protection of children from harm

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 only forms of ID that will be accepted are passports, driving licences with a photograph or proof of age cards bearing the 'PASS' mark hologram. The list of approved forms of ID may be amended or revised with the prior written agreement of Sussex Police and the Licensing Authority without the need to amend the licence or conditions attaching to it.

Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises.

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

The premises licence holder will ensure that all staff members engaged in selling alcohol on the premises shall receive induction training as to the lawful selling of age restricted products prior to the selling of such products, and verbal reinforcement/refresher training thereafter at intervals not to exceed 8 weeks, with the date and time of the verbal reinforcement/refresher training documented.

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 and Brighton & Hove Trading Standards Service upon request.

The premises shall at all times maintain and operate an age-restricted sales refusals book which shall be reviewed by the Designated Premises Supervisor at intervals of no less than 4 weeks and feedback given to staff as relevant. This refusals book shall be available upon request to police staff, Local Authority staff and Trading Standards

Children (anyone under 18 years old) will be permitted on the premises during the normal restaurant hours but will not be allowed on the premises after 23.00hrs unless part of a Wedding party or Private Family Birthday Party and accompanied by a guardian or parent.

No under 18 discos or events to be held at the premises unless the matter has first been referred to Police and they have given their consent with any appropriate condition

