

# Licensing Panel (Licensing Act 2003 Functions) Addendum 1

Date: **22 May 2020**

Time: **10.00am**

Venue **Skype Meeting**

Members: **Councillors:**, Appich, O'Quinn and Simson

Contact: **Shaun Hughes**  
Democratic Services Officer  
01273 29 05 69  
shaun.hughes@brighton-hove.gov.uk

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# AGENDA

## PART ONE

Page No.

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**86 Q SQUARE LICENSING PANEL (LICENSING ACT 2003 FUNCTIONS) 5 - 16**

*Contact Officer: Barbara Hardcastle*

*Tel: 01273 296579*

*Ward Affected: St Peter's & North Laine*

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### **FURTHER INFORMATION**

For further details and general enquiries about this meeting contact Penny Jennings, (01273 291065, email [penny.jennings@brighton-hove.gov.uk](mailto:penny.jennings@brighton-hove.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk)

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- Do not re-enter the building until told that it is safe to do so.





**From:** Tom Hardy  
**Sent:** 20 April 2020 13:55  
**To:** [Lizzie.Deane](mailto:Lizzie.Deane)  
**Subject:** FW: Q Square representation received

Hi Lizzie,

I hope you; your family and friends are all well during these unprecedented and uncertain times.

Thank you for raising your concerns regarding the premises licence application for Q Square Aparthotels.

I must apologise for not providing further clarification of our service/s within this application and I wanted to email you provide this information.

Since our application and discussing this with the licensing authority and Sussex Police we have amended/added further conditions.

Changes/amendments include:

- off sales only, to residents of the hotel only, to their rooms only – sales are recorded to ensure only those staying at the hotel are able purchase it.
- only full sealed bottles of wine/fizz can be sold – there is no bar and no ‘drinks’ will be prepared or served.
- reduced hours to 06:00 – 00:00 every day.
- two small licensable areas, shown on the attached plan, outlined in red (rather than the whole building) – one is a locked store room where wines will be appropriated to a sale and the second is the reception desk area where wines can also be appropriated by staff.

I am happy to be as transparent as possible to alleviate any of your fears.

In doing so I have attached the email sent to Becky Pratley from Mark Savage-Brookes (Technical Officer) who recently withdrew his representations after we either amended, changed or added further conditions to our application. This was also the case when discussing with Claire from Sussex Police.

Across our aparthotels in London and Manchester we really don't sell that much wine. I have attached the menu for your perusal which shows the very small selection of alcohol.

There are no bar/café facilities if we do find a tenant then they will have to apply for their own premises licence separate to ours which is the same with all our properties.

We are happy to show you the facilities if you wish to attend at any time convenient to you. I know it's currently difficult during this period of lockdown so if you wish to wait till after then this is totally understandable.

The rooms are finished to a high standard and our target audience is business travellers such as AMEX in the area and we also add length of stay restrictions to the online websites to support this for example a minimum of 7 nights. In London over 75% of our business is long stay corporate bookings who stay with us from a couple months up to sometimes a couple of years.

Understandably, Brighton may encourage a few leisure bookings, but this isn't our target and we run very strict controls on noise and the number of people allowed in an apartment. Parties are strictly forbidden at all our properties. After 11pm only the guests registered on the booking can be in the apartment up to a maximum of 4 (if they have booked an extra bed which is usually if there are two children with their parents as an example).

In light of the above and attached, I wanted to ask whether you would consider withdrawing your representation?

I am more than happy to answer any further queries you may have.

Becky has asked me to provide her contact details below for any communication from yourself:

**Becky Pratley** | Licensing Officer, Safer Communities | Brighton & Hove City Council  
2<sup>nd</sup> Floor, Barts House, Barts Square, BN1 1JP  
T 01273 292143 | [becky.pratley@brighton-hove.gov.uk](mailto:becky.pratley@brighton-hove.gov.uk)  
Please note my working days are Monday –Friday, 07.30-14.00 hrs

Kind Regards,

THOMAS HARDY  
**General Manager**

**supercity**  
APARTHOTELS



# Snacks

Carefully selected, healthy snacks with no artificial nonsense to ensure both you and the local environment are cared for. **Small snacks, big impact.**

## SWEETS

**Proper Popcorn (30g)**   
*Made in London.*  
 Sweet & Salty or Chocolate £1.00

**Chocolate**  
**Raw Chocolate Brownie (50g)** £2.50  
 With Himalayan Rose Salt.  
 100% NATURAL

*A family-run company in Brighton.*  
 100% Natural outsourced to an eco-friendly factory in the Cotswolds. 

**British Granola & Seed Bar (35g)** £2.00  
 With Milk Chocolate, Cranberries and Raisins.  
 GNAW

*Ingredients are sourced as locally to Norfolk as possible.* 

**Jealous Sweets**   
*Vegan, plant-based sweets with no artificial colours, flavours or GMO.*  
**Sugar-Free Love Bears (40g)** £1.50

## SAVOURY

**Cradocs Savoury Crackers (80g)**   
*A family-run company in Wales who specialise in hand-baked biscuits using fresh vegetables, herbs and spices.*

**Cheddar & Onion Chutney** £3.00  
**Lemongrass, Coconut & Chilli** £3.00

**Mr Filberts Olives (30g)**   
*Accredited site in Somerset. No added oil. Marinated in purely natural, fresh herbs and chilli from local sources.*

**Kalamata Black Olives** £1.00  
 With Thyme & Parsley.

**Black & Green Olives** £1.00  
 With Sweet Chilli & Basil.

**Brown Bag Crisps (40g)**   
*A family-run company in Surrey.*

**Lightly Salted** £1.00  
**Cheddar & Onion** £1.00  
**Veggie Crisps** £1.00

**Ape Coconut snacks**   
*Made with 100% natural, plant-based ingredients.*

**Coconut & Rice Puffs** £2.00  
 Salted (80g)

**Crunchy Coconut Bites** £2.00  
 Chocolate (26g)

\*All made by real people.

# Wines

English Winemakers and homegrown grapes, from Bacchus to Chardonnay. Supercity have selected some fantastic English (and not so English) wines.

## SPARKLING

**Chapel Down Bacchus 2018** £25

Chapel Down Sparkling Bacchus 2018 is characterised by aromas of pineapple, grapefruit and elderflower. The palate is tropical and floral with a crisp texture and a refreshing finish.

## WHITE

**Bacchus 2018 (Chapel Down)** £20

A crisp, refreshing highly aromatic white wine characterised by gooseberry and elderflower on the nose. The palate is fresh and zesty with flavours of nettle, kiwi and freshly cut grass leading to a crisp, dry finish.

**Chardonnay 2014 (Chapel Down)** £20

An elegant unoaked Chardonnay with aromas of apple, white peach and kiwi with background aromas of fresh hay. The palate is fresh and linear with pineapple and citrus characters leading to a mineral finish.

## ROSÉ

**Pinot Noir Rosé (Lyme Bay)** £20

Produced to appeal to broad range of palates, this is an elegant and delicate rosé with complex aromas of cherries, rosehip and strawberries and cream.

## RED

**Chateau St Marie Bordeaux Superieur** £20

Beautifully vibrant aromas of freshly picked berries, with a hint of raspberry leaf tea and smooth to the taste.

**Ramon Bilbao Rioja Crianza** £15

A youthful, ruby-red wine with blackcurrants and hints of blackberry yoghurt aromas as well as spicy nuances of cumin, vanilla and cinnamon – to the taste.

 This paper is 100% recycled!



**From:** Mark Savage-Brookes  
**Sent:** 09 April 2020 10:47  
**To:** Becky Pratley <Becky.Pratley@brighton-hove.gov.uk>  
**Cc:** EHL Safety <EHL.Safety@brighton-hove.gov.uk>; Tom Hardy <thomas@supercityuk.com>  
**Subject:** FW: Q Square, 11 Queen Square, Brighton - representation withdrawn

Dear Becky,

I'm writing regarding the application for a new premises licence, for Q Square, 11 Queen Square, Brighton and the representation I submitted against this application on behalf of the Licensing Team.

Since submitting the representation, I have had conversations with the applicant about the representation and our concerns about the the location of the premises within the SSA. Claire Abdelkader at Sussex Police has also been in contact with the applicant and they have agreed with her to amend the original application for 24 hour alcohol sales 'on' and 'off' the premises to:

- off sales only, to residents of the hotel only, to their rooms only – sales are recorded to ensure only those staying at the hotel are able purchase it
- only full sealed bottles of wine/fizz can be sold – there is no bar and no 'drinks' will be prepared or served
- reduce hours to 06:00 – 00:00 every day
- two small licensable areas, shown on the attached plan, outlined in red (rather than the whole building) – one is a locked store room where wines will be appropriated to a sale and the second is the reception desk area where wines can also be appropriated by staff.

In addition, the applicant has agreed with Sussex Police the attached raft of conditions. They have also, at my request, supplied me with a statement of objectives, which acknowledges the location of the premises within the SSA.

Taking in to account the applicant's willingness to work with us, reduce hours and add positive control measures which restrict the type and supply of alcohol at the premises, I am satisfied that this application will not have an adverse impact on the Licensing Objectives and the operation will not add to the problems faced in the SSA. I am therefore withdrawing my representation.

Kind regards,

**Mark Savage-Brookes** BSc (Hons) MCIEH | Technical Officer | Environmental Health & Licensing | Safer Communities | Brighton & Hove City Council  
2<sup>nd</sup> Floor, Bartholomew House, Bartholomew Square, BN1 1JP  
T 01273 292100 | M 07795 336305 | E [mark.savage-brookes@brighton-hove.gov.uk](mailto:mark.savage-brookes@brighton-hove.gov.uk)

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**Use soap and water or a hand sanitiser when you:**

- **Get home or into work**
- **Blow your nose, sneeze or cough**
- **Eat or handle food**



### **Protect yourself & others**

For more information go to [nhs.uk/coronavirus](https://nhs.uk/coronavirus)

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## **Conditions and Timings for Q Square – 8<sup>th</sup> April 2020**

### **General**

***The application will be amended to be the sale by retail of alcohol ‘off’ the premises only with timings of 06:00-00:00 daily.***

1. The off sale of alcohol will be restricted to sealed bottles of wine (including Prosecco, Champagne and other sparkling wines) to the apartment rooms within the Aparthotel only. There will be no other types of alcohol permitted to be sold under this premises licence.
2. The purchaser’s name and apartment number must be recorded with every sale to ensure alcohol is only sold to valid guests of the Aparthotel.
3. There will be prominent signage in the Aparthotel’s Reception reminding residents that all alcohol purchased in the hotel is for consumption in their apartment only. Staff will also verbally reinforce this at every transaction/sale of alcohol.

### **For the Prevention of Crime and Disorder:**

4.
  - (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 Aparthotel internally and externally to cover all public areas, including the entrance to the Aparthotel as well as where alcohol is stored within. 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 Data Protection 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.

5.
  - (a) An electronic incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises. All incidents recorded will be emailed to the DPS, General Manager and Facilities Manager.
  - (b) The electronic log book will be available on the premises 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.
  - (c) Feedback shall be given to staff to ensure these are used on each occasion that a refusal or incident occurs at the premises.
  - (d) Any refusals made for alcohol service e.g. underage or intoxication, will also be recorded (either in electronic or written form) and feedback given to staff as relevant. The log will be kept for a minimum of twenty four (24) months.

Additional conditions as stated in original application or agreed with another Agency.

**For Public Safety:**

As stated in original application or agreed with another Agency.

**For the Prevention of Public Nuisance:**

As stated in original application or agreed with Environmental Protection

**For the Protection of Children from Harm:**

6. The admittance of children can only be permitted if they are accompanied by an adult.
7. 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.
8. Signage advertising the 'Challenge 25' policy will be displayed in the Reception area of the Aparthotel.

9.

(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

(b) Further verbal reinforcement/refresher training covering the above will be carried out thereafter at intervals not to exceed 26 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.

Additional conditions as stated in original application or agreed with another Agency.





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APARTHOTEL  
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