

LICENSING PANEL (LICENSING ACT 2003 FUNCTIONS) ADDENDUM

10.00AM, MONDAY, 14 MARCH 2022

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ADDENDUM

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Soho House (Members Club) - 2021/04305/LAPREN – Conditions

Proposed Police Conditions

The conditions are a mix of ones proposed by the applicant and one's Sussex Police would like to see in addition should the licences be granted.

On sales only.

No Seasonal Adjustments.

General

1. 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.
2. Only Soho House UK Limited can carry out licensable activities at the premises.
3. There is no provision for off sales of alcohol under this premises licence.
4. Any outside seating area will be included within the plan and red line (on sales licensable area) and subject to a table and chairs licence or permission from the landowner.
5. Alcohol sold between 8am and 10am shall be ancillary to a seated substantial table meal, served by waiter/waitress service only. At all other times, substantial food shall be available when alcohol is offered for sale on these premises and served by waiter/waitress service only to person seated.
6. There shall be no vertical drinking. Exclusion to this condition, see condition 13.
7. The reception desk (entrance) shall be staffed at all times the premises are in operation.
8. There shall be a personal licence holder on duty on the premises, from 20:00 until close, when the premises are authorised to sell alcohol.
9. Alcohol may only be sold for consumption by (a) members of a private club and their bona fide guests, not exceeding 4 guests per member, and / or (b) by persons attending any private pre-booked event, by invitation only, organised by a member with a guest list provided in advanced which will be retained for a period of 31 days following the event and be made available for inspection by the relevant authorities.
10. No persons shall be admitted to membership of the private club or be entitled to take advantage of any of the privileges of membership without an interval of at least 1 month between their nomination or application for membership and their admission. A member's guest(s) may not enter the club without the member being present.
11. A list of the names and addresses of members of the Club shall be kept on the premises at all times together with a book/electronic record showing the names and dates of attendance of

any guests introduced by members. Both the list and the book/electronic record shall be produced on demand for inspection by the police or an authorised officer of the Council

12. There will be no overt advertising of the licence facilities outside of the premises.
13. Events - During the performance of live or recorded music, there will be no vertical drinking apart from walking between a serving area to a seat. Exclusion to this is when background music or no music is being played such as at an art exhibition.
14. Events are only to be types that promote a business i.e. no celebratory events such as birthdays, weddings and seasonal events such as Christmas and New Year's Eve parties.
15. Events will be pre booked by members, and attended by them and their guests, via an electronic booking system or in person with a member of Soho House Limited staff. Soho House Limited itself may also holds events for its members and their guests. A record of such of events will be kept on the premises and available for inspection by the Licensing Authority or the police for a minimum of 31 days.
16. Events – When an event is not taking over the whole premises for exclusive use, the area being used for the event will be clearly marked out by a portable barrier. All non-event conditions will apply for members and their guests that are not part of the event.
17. Events - Whenever the premises are conducting the sale of alcohol for events for 100 persons or more, then either the designated premises supervisor, another personal licence holder or a suitable Licensing act 2003 trained manager shall be present within the licensed premises.
18. Events - The number of events with more than 400 persons shall be limited to 10 per calendar year.

Additional conditions as agreed with another Agency.

Prevention of crime & disorder

19. (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.

20. At all times the premises are open to the public, the management will contract the back-up services of an approved mobile support unit (MSU), 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.
21. SIA licensed door supervisors shall be employed on any occasions when a requirement is identified by the licence holder's written risk assessment or requested by Sussex Police in writing at least 48 hours in advance. The written risk assessment will be reviewed at least once every calendar year. The written risk assessment will take into account information or guidance offered by the police, and also taking into account busy periods such as Bank Holidays, Season Variations and other City Centre Events e.g. Pride. The written risk assessment will be available on the premises for inspection by police and authorised officers of the Licensing Authority.
22. (a) An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises. The log will be inspected and signed off by the DPS (or a person with delegated authority) at least once a week.
(b) The logbook should be kept on the premises and be available 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) Any refusals made for alcohol service e.g. underage, 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.
23. The premises shall operate a zero-tolerance approach to drugs and weapons.
24. A copy of the premises' drugs policy, dispersal policy, smoking policy and noise management plan shall be made readily available at the premises for inspection by authorised officers of the Licensing Authority or the police.
25. The premises licence holder and/or DPS shall carry out a documented risk assessment on the need for searching patrons entering the premises. The risk assessment shall be reviewed regularly and no less than every six months and shall be made readily available at the premises for inspection by authorised officers of the Licensing Authority or the police.
26. 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. Radios should be in use all times the premises are open to the public / members.

27. The licence holder shall enter into an agreement with a private hire firm to provide transport for customers with contact numbers made readily available to customers. Upon request where possible a call back system will be operated, and drivers instructed not to sound their horns when collecting customers.

Additional conditions as agreed with another Agency.

Public Safety

28. The premises licence holder shall ensure that at all times when the public is present there is at least one competent person able to administer first aid; that an adequate and appropriate supply of first aid equipment and materials is available on the premises; and that adequate records are retained in relation to the supply of any first aid treatment.
29. Regular safety checks shall be carried out by staff.

Additional conditions as agreed with another Agency.

Prevention of public nuisance

30. There shall be no regulated entertainment in any external area after 11pm.
31. The premises licence holder shall ensure that any patrons smoking outside the premises do so in an orderly manner and are supervised by staff so as to ensure that there is no public nuisance or obstruction of any public highway.
32. No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
33. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
34. Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.
35. A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity upon request.
36. During the hours of operation of the premises, the licence holder shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises, and that this area shall be swept and or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business.
37. No deliveries to the premises shall take place between 23:00 hours and 07:00 hours on the following day.
38. No rubbish, including bottles, shall be moved, removed or placed in outside areas between 2300 hours and 0700 hours.

39. Doors and windows at the premises are to remain closed after 11pm, save for access and egress.

Additional conditions as agreed with another Agency.

Protection of children from harm

40. No children under the age of 18 will be allowed on the premises unless accompanied by and under the control of an adult.
41. 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.
42. Signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises.
43. (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 – including company's own policy.
 - *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 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.
44. There shall be no striptease or nudity, and all persons shall be decently attired at all times, except when the premises are operating under the authority of a Sexual Entertainment Venue licence.

Additional conditions as agreed with another Agency.

Proposed Conditions from Sussex Police

Soho Works - 2021/04313/LAPREN – Conditions

Proposed Police Conditions

The conditions are a mix of ones proposed by the applicant and one's Sussex Police would like to see in addition should the licences be granted.

On sales only.

No Seasonal Adjustments.

General

1. 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.
2. Only Soho Works Limited can carry out licensable activities at the premises.
3. There is no provision for off sales of alcohol under this premises licence.
4. Any outside seating area will be included within the plan and red line (on sales licensable area) and subject to a table and chairs licence or permission from the landowner.
5. The provision of licensable activities shall at all times be ancillary to the primary use of the premises as office space.
6. Substantial food shall be available at all times that alcohol is offered for sale on these premises.
7. The reception desk on the ground floor shall be staffed at all times the premises are in operation.
8. Access to the premises will be restricted to members only who are in possession of a key fob or similar access device and their invited guests. Invited guests must be signed in and a log will be kept for a minimum of twenty-four (24) months. When a member leaves the premises, any invited guests will depart with them and signed out.
9. There will be no overt advertising of the licence facilities outside of the premises.
10. Excluding events, alcohol will only be served from the two break out areas marked in green on the submitted plans. There will be no self-service of alcohol and when these areas are not staffed, alcohol will be securely stored away.
11. Apart from walking between the serving area to a seat, there will be no vertical drinking of alcohol. An exclusion to this is under condition 12.

12. Events - During the performance of live or recorded music, there will be no vertical drinking apart from walking between the serving area to a seat. Exclusion to this is when background music or no music is being played such as at an art exhibition.
13. Events are only to be types that promote a business i.e. no celebratory events such as birthdays, weddings and seasonal events such as Christmas and New Year's Eve parties.
14. Events will be pre booked by members, and attended by them and their guests, via an electronic booking system or in person with a member of Soho Works Limited staff. Soho Works Limited itself may also holds events for its members and their guests. A record of such of events will be kept on the premises and available for inspection by the Licensing Authority or the police for a minimum of 31 days.
15. Events – When an event is not taking over the whole premises for exclusive use, the area being used for the event will be clearly marked out by a portable barrier. All non-event conditions will apply for members and their guests that are not part of the event.
16. Events - Whenever the premises are conducting the sale of alcohol for events for 100 persons or more, then either the designated premises supervisor, another personal licence holder or a suitable Licensing act 2003 trained manager shall be present within the licensed premises.
17. A Soho Works Manager responsible for the premises shall ensure that the areas of the premises where alcohol is supplied or consumed under this licence shall be regularly patrolled by community management and housekeeping teams during the hours that the supply of alcohol is permitted to ensure compliance with the Licensing Act 2003 and the Soho Works Responsible Alcohol Management Plan.

Additional conditions as agreed with another Agency.

Prevention of crime & disorder

18. (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.

19. At all times the premises are open to the public, the management will contract the back-up services of an approved mobile support unit (MSU), 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.
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(b) The logbook should be kept on the premises and be available 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) Any refusals made for alcohol service e.g. underage, 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.
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26. The licence holder shall enter into an agreement with a private hire firm to provide transport for customers with contact numbers made readily available to customers. Upon request

where possible a call back system will be operated, and drivers instructed not to sound their horns when collecting customers.

Additional conditions as agreed with another Agency.

Public Safety

Additional conditions as agreed with another Agency.

Prevention of public nuisance

27. The premises licence holder shall ensure that any patrons smoking outside the premises do so in an orderly manner and are supervised by staff so as to ensure that there is no public nuisance or obstruction of any public highway.
28. No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
29. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
30. Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.
31. A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity upon request.
32. During the hours of operation of the premises, the licence holder shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises, and that this area shall be swept and or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business.
33. No deliveries to the premises shall take place between 23:00 hours and 07:00 hours on the following day.
34. No rubbish, including bottles, shall be moved, removed or placed in outside areas between 2300 hours and 0700 hours.
35. Doors and windows at the premises are to remain closed after 11pm, save for access and egress.

Additional conditions as agreed with another Agency.

Protection of children from harm

36. No children under the age of 18 will be allowed on the premises unless accompanied by and under the control of an adult.

37. 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.
38. Signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises.
39. (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 – including company's own policy.
 - *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 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.
40. There shall be no striptease or nudity, and all persons shall be decently attired at all times, except when the premises are operating under the authority of a Sexual Entertainment Venue licence.

Additional conditions as agreed with another Agency.

Proposed Conditions from Sussex Police

Soho House, The Kiosk (Restaurant) – 2021/04297/LAPREN – Conditions

Proposed Police Conditions

The conditions are a mix of ones proposed by the applicant and one's Sussex Police would like to see in addition should the licences be granted.

On sales only.

No Seasonal Adjustments.

General

1. 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.
2. Alcohol will be served by waiter/waitress service to persons seated at tables and ancillary to a main table meal only. There will be no vertical drinking.
3. There is no provision for off sales of alcohol under this premises licence.
4. Any outside seating area will be included within the plan and red line (on sales licensable area) and subject to a table and chairs licence or permission from the landowner.

Additional conditions as agreed with another Agency.

Prevention of crime & disorder

5. (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.

6. At all times the premises is open to the public, the management will contract the back-up services of an approved mobile support unit (MSU), 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.
7. SIA licensed door supervisors shall be employed on any occasions when a requirement is identified by the licence holder's written risk assessment or requested by Sussex Police in writing at least 48 hours in advance. The written risk assessment will be reviewed at least once every calendar year. The written risk assessment will take into account information or guidance offered by the police, and also taking into account busy periods such as Bank Holidays, Season Variations and other City Centre Events e.g. Pride. The written risk assessment will be available on the premises for inspection by police and authorised officers of the Licensing Authority.
8. (a) An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises. The log will be inspected and signed off by the DPS (or a person with delegated authority) at least once a week.
(b) The logbook should be kept on the premises and be available 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) Any refusals made for alcohol service e.g. underage, 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.
9. A copy of the premises' drugs policy, dispersal policy, smoking policy and noise management plan shall be made readily available at the premises for inspection by authorised officers of the Licensing Authority or the police.
10. The premises licence holder and/or DPS shall carry out a documented risk assessment on the need for searching patrons entering the premises. The risk assessment shall be reviewed regularly and no less than every six months and shall be made readily available at the premises for inspection by authorised officers of the Licensing Authority or the police.
11. 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. Radios should be in use all times the premises are open to the public / members.
12. The licence holder shall enter into an agreement with a private hire firm to provide transport for customers with contact numbers made readily available to customers. Upon request where possible a call back system will be operated, and drivers instructed not to sound their horns when collecting customers.

Additional conditions as agreed with another Agency.

Public Safety

Additional conditions as agreed with another Agency.

Prevention of public nuisance

13. The premises licence holder shall ensure that any patrons smoking outside the premises do so in an orderly manner and are supervised by staff so as to ensure that there is no public nuisance or obstruction of any public highway.
14. No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
15. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
16. Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.
17. A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity upon request.
18. During the hours of operation of the premises, the licence holder shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises, and that this area shall be swept and or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business.
19. No deliveries to the premises shall take place between 23:00 hours and 07:00 hours on the following day.
20. No rubbish, including bottles, shall be moved, removed or placed in outside areas between 2300 hours and 0700 hours.

Additional conditions as agreed with another Agency.

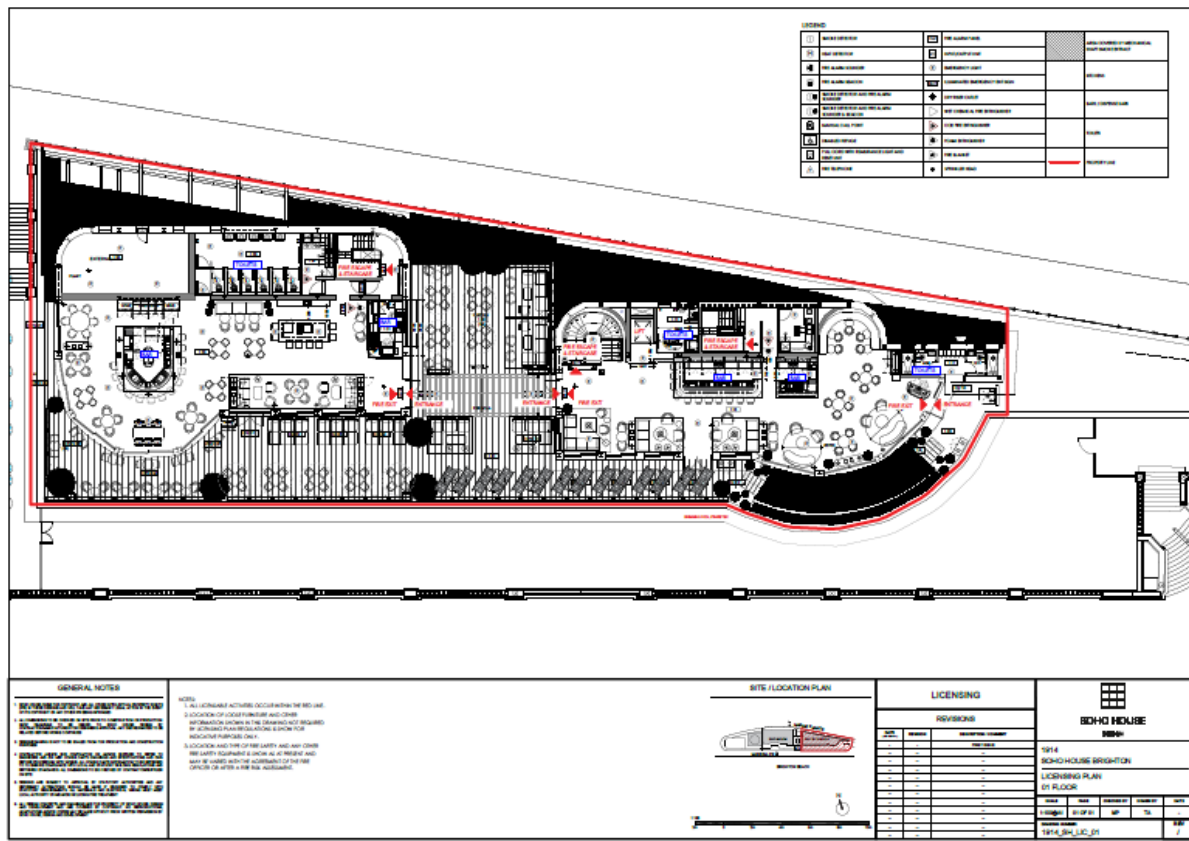
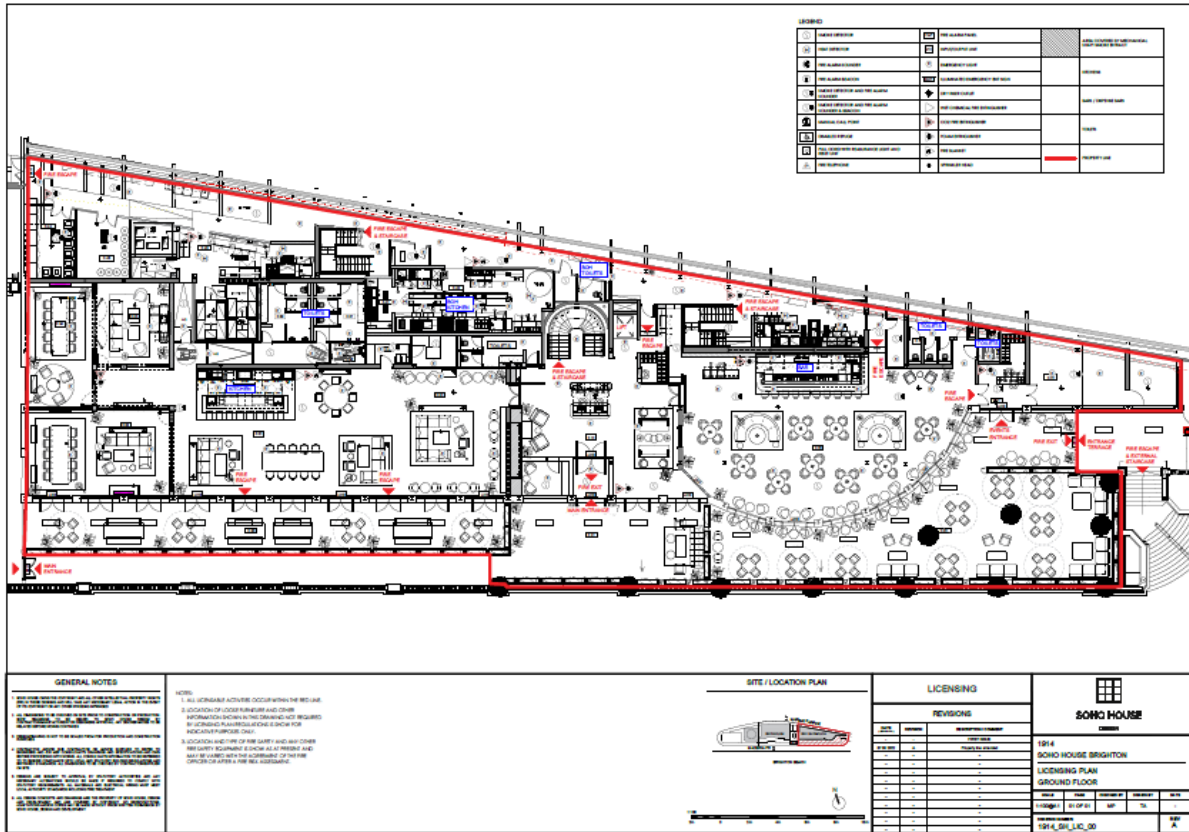
Protection of children from harm

21. 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.

22. Signage advertising the “Challenge 25” policy will be displayed in prominent locations in the premises.
23. (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 – including company’s own policy.
 - *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 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.
24. There shall be no striptease or nudity, and all persons shall be decently attired at all times, except when the premises are operating under the authority of a Sexual Entertainment Venue licence.

Additional conditions as agreed with another Agency.

Supporting documentation submitted by the applicant including an amended proposed licensing plan for Soho House in which the red line has altered on the ground floor



CECCONI'S



POOL BAR



EVENTS



RECEPTION



Brighton Soho House Dispersal Policy

Management

The Soho House team are responsible for the operational management of the above-named spaces and will put in place a robust management structure to ensure compliance with statutory regulations and to ensure public safety. Senior management staff will be on hand seven days a week to deal with any matters arising.

Soho House have a depth and breadth of management staff and are experienced in running restaurants, bars, clubs and take away operations including Café Bohème, Cecconi's, Chicken Shop, Dirty Burger, Dean Street Townhouse, Electric Diner, High Road Brasserie, White City House, Pizza East and Shoreditch House.

The Soho House team will manage the operation in accordance with the commitments set out in this document to ensure the operation does not detrimentally affect the surrounding area and its visitors, employees and residents.

Dispersal Policy

When customers are leaving The Premises at night, their noise in the area must be minimised by implementing the following:

- Gradually turn the lights up and the Music down
- Smoking area to be closed 30 mins before the premises close
- All guests to exit the premises via Madeira Drive only
- Ensure that no customers leave the premises with drinks. No drinks are allowed outside the domain of the premises at any time.
- A taxi company details to be provided to all customers and staff member to assist bookings.
- Customers will be encouraged to wait inside for their transport rather than in the street to reduce disturbance to neighbours.
- Allow extra time for drinking up and clearing out so that customers leave the Premises over a longer period of time. This should minimise the congregation of crowds outside the Premises
- If customers begin to congregate outside the Premises at closing time on any given night, a staff /security member must facilitate the dispersal of these customers to minimise noise and eliminate flash points.
- Staff must ensure that guests leave the premises quietly and disperse promptly to avoid impacting on local residents.

- The venue and the area immediately outside the entrance will be monitored by CCTV. 31 days of footage will be stored which can be used when discussing and monitoring any concerns if matters do arise.
- If complaints are received CCTV footage should be reviewed to attempt to identify the source of complaint and appropriate action should be taken and logged.
- Any noise complaints from residents to be communicated to the senior manager on duty immediately. Where possible, staff must respond to the complaint in a respectful and helpful manner and deal with the noise issue raised
- Signs requesting that patrons leave the premises quietly will be displayed at the exit
- Encourage patrons to leave gradually via the appropriate exits at the end of the night and avoid large numbers of patrons all leaving at the same time
- Door Supervisors will be aware of patrons venturing into the street / road as they leave the premises and control this in order to promote Public Safety and prevent the potential for accidents and injuries.
- Prior to closing the premises to check the perimeter of the premises is all clear of litter
- Door Supervisors Licensed by the Security Industry Authority will be employed by the premises based upon the risk assessment carried out.
- Remind people who are leaving to do so quietly and direct their attention to the signs displayed
- A suitable member of staff or a Door Supervisor will be visible at each public entrance / exit to control the dispersal, to remind people to leave quietly and to prevent patrons from re-entering the premises
- Prioritise and assist wherever possible ensuring that customers leave as safely, quietly and in an orderly manner as possible.