

## **APPENDIX A**

### **OPERATING SCHEDULE**

#### **General**

1. Authorised civilian 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. Substantial food shall be available at all times, with the exception of the final hour of trading on any given day.
3. With the exception of the bar area (indicated in the yellow area on the plan), alcohol will be served by waiter/waitress service to persons seated at tables and ancillary to a main table meal only.
4. The bar area (indicated in the yellow area on the plan) shall only be used by customers attending the premises to dine, whether pre-booked and waiting for their table to become available or 'walk in' where they have booked a table and are waiting for it to become available. A maximum of 45 persons will be allowed in the bar area at any one time and no more than 15 will be permitted to stand to consume drinks at any one time. Customers waiting for a table as set out above will be permitted to purchase drinks at the bar. The maximum time customers may wait for their table in the bar area is 45 minutes. Should a table be unlikely to be available within that time (as booked) customers will be asked to come back no sooner than 45 minutes prior to the booking time.
5. Customers who have dined at the premises will be permitted to use the bar area (indicated in the yellow area on the plan), subject to the maximum capacity in the bar area of 45 persons, with no more than 15 being permitted to stand and consume drinks.
6. Alcohol sold for take away purposes shall only be alcohol sold as part of a meal that is then re-sealed, or as part of a substantial take away food order or as part of a delivery of a substantial food order.
7. Food provided for consumption off the premises will only be by way of delivery or take away in sealed boxes designed otherwise than for immediate consumption.

## **The Prevention of Crime and Disorder:**

8. (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 to cover all public areas, including the entrance to the premises (amend this part as appropriate). 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.
9. Unless otherwise required to pay into a local (meaning Brighton) Business Improvement District scheme or local (meaning Brighton) Business Crime Reduction Partnership, or a Late Night Levy in the area, the premises licence holder will contract the back-up 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.
10. The premises licence holder will become a member of the Business Crime Reduction Partnership or similar scheme approved by the Licensing Authority, should such a scheme be available. Subject to there being relevant local coverage, then should the scheme operate a radio service the premises licence holder will sign up to use of said radios. The premises licence holder will, in addition, enforce (as far as is practicable)

any exclusion/banning list of named individuals. This is on the basis that (1) said list is periodically updated and disseminated by the scheme; (2) complies with all data protection provisions; and (3) has in place a policy recognising and implementing a right to appeal for the parties on the list.

11. The DPS will employ a minimum of 2 SIA registered door supervisors from 2100 hours until at least 30 minutes after the terminal hour on Friday and Saturday nights, and on Sundays preceding Bank Holiday Mondays. At all other times the need for door supervisors will be risk assessed and employed in such numbers and at such times as identified by the said risk assessment.
12. Door supervisors employed at the premises will enter their full name, address, valid phone contact details, SIA badge number, employing company, along with the times they are working, in a register prior to commencement of their work at the premises. The Designated Premises supervisor/manager at the time will be responsible for ensuring that this is done and for confirming the security staff's details and permissions to work, via the public SIA website facility.
13. The management must instruct security staff and other staff members to assist police or local authority officers with any enquiries they make in the execution of their duties.
14. Door supervisors are to use walkie-talkie or other forms of electronic communication devices to communicate, including the use of ear-pieces, to ensure communications can be properly heard and understood at all times they are on duty.
15. SIA licensed door supervisors shall be employed on any other occasions when a requirement is identified by the licence holder's written risk assessment or requested by Sussex Police in writing at least 5 working days 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.
16. An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises and any refusals of alcohol. The incident log will be inspected and signed off by the DPS (or a person with delegated authority) at least once a week. The log book 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. Any refusals made at any of the bars/point of alcohol service e.g. for intoxication, will also be recorded in writing.

### **Public Safety:**

17. The approved arrangements at the premises, including means of escape provisions, emergency warning equipment, the electrical installation and mechanical equipment, shall at all material times be maintained in good condition and full working order.
18. The Premises Licence holder shall comply with all fire and other risk assessments and to operate in accordance with all legislation that is relevant to public safety.
19. Any alcohol sold or supplied for consumption off the premises must be in a sealed container.
20. Adequate and appropriate supply of first aid equipment and materials must be available on the premises at all times

### **The Prevention of Public Nuisance:**

21. The outside terrace on the first floor of the premises will close to the public at 23:00 hours daily.
22. The outside terrace on the first floor will only be available to pre-booked customers between the hours of 17:00 until the area closes. Prior to 17:00 customers who have not pre-booked will be entitled to use the external area.
23. The premises licence holder shall ensure that prominent, clear and legible signage is displayed at the exits of the premises requesting customers leaving the premises late at night to do so quietly and with consideration for local residents.
24. Deliveries and collection of bottles and refuse are to take place between 0700hrs and 23.00hrs.
25. Bottles and refuse are to be disposed of outside between 07.00hrs and 23.00hrs.
26. No speakers shall be placed out in the outside terrace on the first floor.
27. Management/staff shall proactively monitor the conduct and behaviour of patrons inside the premises and external area to ensure no noisy, rowdy or anti-social behaviour. Those patrons deemed to be engaging in such behaviour shall be asked to disperse from the premises and area quietly.
28. All patrons shall be discouraged from socialising/loitering on the public highway at all times.

29. The DPS shall devise and implement a robust dispersal policy to ensure that patrons leave the premises and vicinity as quietly and speedily as possible.

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

30. 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

Further verbal reinforcement/refresher training covering the above will be carried out thereafter at intervals not to exceed eight weeks, with the date and time of the verbal reinforcement/refresher training documented.

31. 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.
32. 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, driving licenses 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.
33. A Refusals register will be maintained to record any instances of refused service because of age/no ID, or drunkenness, to be and produced on request of a police officer or officer from a responsible authority.
34. Signage advertising the “Challenge 25” policy will be displayed in prominent locations inside the premises.

