

Appendix A

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Describe the steps you intend to take to promote the four licensing objectives:

a) **General – all four licensing objectives (b, c, d and e)** (please read guidance note 10)

1, Conditions are in recognition of the CIZ and proportionate control of the premises and audiences leaving.

2, All Staff training will be extensive and listed and signed off as having been completed, records will be kept and available for inspection by the Licensing Authorities and police.

3, Last entry for all events will be listed but never later than 23.00 hrs.

4, The outside areas are shown as part of the premises and sales to those areas will be restricted as listed. Off Sales will only occur on any special event where for example there is a promotion of alcohol drinks in sealed containers to be sold and taken away by customers there will be a restriction of no later than 23.00hrs.

5, Residents in the hotel will have the facilities of the whole premises available to them especially for food and drink but outside of the listed permitted hours they will still have available in their own rooms the use of a Mini Bar for alcohol at all times.

6, The proprietary club facilities are only for signed up Club Members who have therefore been approved and provided ID to the Premises Licence Holder and whilst they are in that part of premises they are subject to being seated with waiter/waitress service of food and drink and no permitted vertical drinking, the outside area will be closed by 2300 hrs.

7, The Middle Street front premises will have an inside area and will be open to the public during the normal licensing hours. The street licensed part of the premises will be subject to being seated with waiter/waitress service of food and drink and no permitted vertical drinking, the outside area will be closed by 2300 hrs.

Part of its purpose is to promote the premises and allow public to enter it and view through glass the inside entertainments area Auditorium. It will not provide direct entry to it that will still be required through the Middle Street entrance which will be monitored at all times. There will be no regulated entertainment performed in this area.

b) 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 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.

q) Any breakdown or system failure will be notified to the police immediately and 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 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 intervals of no more than four (4) weeks.

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 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. Door supervisors will be employed at the premises from 21:00 hours when the it open, at a minimum of one door supervisor for every 100 customers or part thereof. Door supervisors will remain on duty until the premises has closed to the public, licensable activity has ceased and the venue is completely clear of patrons.

10 SIA licensed door supervisors shall be employed on any other occasion when a requirement is identified by the licence holder's written risk assessment or requested by Sussex Police in writing at least 7 days in advance. Further, as part of this written risk assessment the premises licence holder will consult with Sussex Police and take into consideration their advice regarding the following: public holidays, when seasonal variations are taking place and other city wide events e.g. Pride. This written risk assessment will be reviewed every 12 months or sooner should the need arise and a copy shall be retained at the premises.

11 a, There will be a written search policy in place for when door supervisors are on duty with the number of searches to be carried out set on a risk assessment basis. Drugs or weapons taken from customers will be stored securely and documented using a clear bagging and numbering system and this documentation will be provided to Police when drugs are collected for destruction.

b, Individuals found to have drugs or weapons in their possession will be banned from the premises.

c, Regular checks of the toilets will be conducted, and recorded whenever an incident or trace of drugs is detected (either in electronic or written form), to discourage/interrupt drug taking and also identify persons who may have become vulnerable or incapacitated through alcohol or drugs.

12, At the end of the night a written crowd management procedure/dispersal policy shall be designed and implemented to ensure that there is a wind down period prior to the premises closure and customers are

advised accordingly. This will be agreed with Sussex Police to prevent groups gathering, engaging in altercations and persons remaining in the vicinity of the premises.

13, 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.

14, At all times the premises is open to the public, the management will contract the back up services of a mobile support unit (MSU) that has operational capacity 24 hours a day. 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.

15, While details of all events will be publicly available by advertising there will be up to 18 events a year which will have extended hours up until 02.00 for licensable activities and for each of these at least 2 months in advance there will be a Management Plan submitted to Licensing Authority and the police for their approval, they will all be ticket controlled events.

16, No under 18's for late night or possibly other special entertainment as previously advertised when the tickets become available for sale.

c) Public safety

17, All admission to the premises will be controlled by stewards and if required SIA registered door supervisors including in some events pre-sold tickets. And where appropriate clickers will be used to control and identify numbers on the premises apart from the hotel occupation.

18, At the end of any event finishing after 23:00 or with a attendance of more than 300 persons, a written crowd management procedure/dispersal policy shall be designed and implemented. This will include that egress will be via the Ship Street entrance with no exit of customers via Middle Street after 23:00 as well as the use of SIA door supervisors. This will be agreed with Sussex Police to prevent groups gathering, engaging in altercations and persons remaining in the vicinity of the premises which may cause noise/nuisance.

d) The prevention of public nuisance

- 19, No outside drinking on Middle Street Highways licensed area or the premises outside after 23.00
- 20, No outside entertainment of any kind.
- 21, An approved noise management plan will be in use at all times and the manager on duty will be fully responsible for ensuring that doors and windows are closed at and after 2300 hrs. An acoustic report is also available.
- 22, A transport plan will also be made available

e) The protection of children from harm

23 a, 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.

b, Signage advertising the 'Challenge 25' policy will be displayed in prominent locations in the premises.

c, The Premises Licence Holder shall ensure that all staff members engaged or to be engaged, in selling alcohol at the premises shall receive 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

d, 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.

e, 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 will be No late admissions after 23.00hrs and no admissions at any time to controlled entertainment which could be considered unsuitable

Checklist:

Please tick to indicate agreement