

# Licensing Panel (Licensing Act 2003 Functions)

Date: **28 November 2025**  
Time: **10.00am**  
Venue **MS Teams**  
Members: **Councillors:** Lyons, Nann and Sykes

Contact: **Francis Mitchell**  
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# AGENDA

## PART ONE

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### 3 PRESUMING ED COFFEE HOUSE LICENSING PANEL (LICENSING ACT 2003 FUNCTIONS)

**5 - 12**

**Contact Officer:** Corinne Hardcastle

*Tel: 0127329*

*Ward Affected: West Hill & North Laine*

Date of Publication - Thursday, 20 November 2025

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### **FURTHER INFORMATION**

For further details and general enquiries about this meeting contact Francis Mitchell, (01273 294183, email [Francis.Mitchell@brighton-hove.gov.uk](mailto:Francis.Mitchell@brighton-hove.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk)

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Sussex Police are not in a position to withdraw their representation but would like the committee to have sight of the proposed conditions so that they can be discussed/referred to in the hearing and questions asked if required. The applicant has also been sent these for their consideration and is in agreement with the final wording as attached.

## **Final Proposed Conditions under Variation for Presuming Eds, 114-115 London Road – 25/11/2025**

*(Current condition number on licence in (brackets))*

**Retain**

**Replace/Remove**

**New/Updated (Police Proposed)**

**New (Applicant Proposed)**

### **Annex 3 – Conditions attached after a hearing by the licensing authority on 20<sup>th</sup> July 2016**

#### **General**

1. Only Prez Ed Limited (Reg No: 13099089) can carry out licensable activities at the premises.
2. The provision of alcohol at the premises shall be ancillary to the premises operating as follows:

#### **Ground floor**

*Café/bar and live performance venue*

#### **First and Second floors**

*Function/meeting rooms, exhibition space, live performance venue and bar*

3. The premises and its management/DPS will be a member of the following organisations:
  - (a) Music Venue Trust (or other similar body should the MVT cease to exist).
  - (b) Brighton Fringe
  - (c) the local Brighton Music Venue Alliance and will attend (or send a representative) to all 'roundtable' / quarterly meetings organised by MVAB for members.
4. The premises will host annual events as part of the following festivals (as long as the festivals continue to operate):
  - a) Brighton Fringe Festival
  - b) Great Escape Festival
  - c) Alternative Escape Festival

~~(1)The sale of intoxicating liquor and other beverages shall be by waiter/waitress service for consumption by persons seated at tables and there will be no vertical drinking.~~

5. A minimum of 50% of the indoor downstairs floor plan will be dedicated to seating at all times.

6. The rear garden area will continue to be fully seated consumption of alcohol and other beverages. Standing smoking will be permitted until 23:00pm.

~~(2) Substantial food shall be available at all times that alcohol is offered for sale on these premises.~~

7. Substantial hot and cold food shall be available until 1 hour before close. Non-alcoholic beverages shall be available at all times that alcohol is offered for sale on these premises. Menus detailing the food available must be clearly on display within the venue.

~~(3) During the 3 annual festivals listed below the hours for all licensable activity at the premises can be extended to 01:00 on Friday and Saturday where the Premises Licence Holder has notified Sussex Police and Licensing Authority in writing at least 7 days in advance:~~

- ~~a. Brighton Fringe Festival – for the published duration of the festival~~
- ~~b. Great Escape Festival – for the published duration of the festival~~
- ~~c. Alternative Escape Festival – for the published duration of the festival~~

~~(4) This festival extension of hours on Friday and Saturday is subject to the following additional conditions:~~

- ~~d. 2 SIA door staff to be employed at the premises from 23:00 hours until close.~~
- ~~e. There shall be a last entry time of 12 midnight.~~
- ~~f. A dedicated phone line shall be available to residents to call in the event of any concerns.~~

8. A minimum of 2 SIA licensed door staff shall be on duty at the premises on Friday and Saturday from 23:00 until half an hour after closing, when the premises opens beyond 00:00.
9. There will be no delivery service of alcohol 'off' the premises under this licence.
10. Any outside area as shown on the plans will be subject to approval for use by the lease holder or relevant pavement and chairs licence. Should the termination time of use on any outside area licence be early than that stated within the permitted times on this licence, the earlier times will apply.

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

~~(5) 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.~~

- ~~a. The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside the premises at all times.~~

- ~~b. CCTV footage will be stored for a minimum of 31 days~~
- ~~c. 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.~~
- ~~d. The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy.~~
- ~~e. 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.~~
- ~~f. Any breakdown or system failure will be notified to the police immediately & remedied as soon as practicable.~~

#### 11. Subject to GDPR guidance and legislation:

- 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) 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 e.g. USB) or provide footage via an online link as initiated by Police, without difficulty, delay or charge.
- g) Any breakdown or system failure will be notified to the police immediately and remedied as soon as practicable. This can be via email - [brighton.licensing@sussex.police.uk](mailto:brighton.licensing@sussex.police.uk). Repair records /invoices shall be kept on site for at least 12 months and be readily available to be viewed by all authorised person upon request.

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) 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.~~

12. 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) that operates at all times the premises is open to the public, 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 Crime Reduction Partnership (BCRP) or other similar organisation approved by Sussex Police should the BCRP not be in existence.

~~(7) The premises will become a member of the BCRP or similar scheme approved by the Licensing Authority that operates with radios and uses the Nightsafe & Yellow Card Scheme or similar reporting scheme.~~

13. The premises will become a member of the Brighton 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 nighttime economy.

14. (8) Customers will not be allowed to take drinks outside the front after 22:00 and all tables and chairs outside the front of the building must be packed away by 22:00.

15. The external seating area to the front of the premises must be checked regularly (at least every 30 minutes during licensable hours) and tables cleared of any glass/bottles/crockery/cutlery once customers have finished.

16. A documented risk assessment must be produced by the premises 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 and reviewed every 12 months. The written risk assessment will include:

a) When SIA trained and licenced door supervisors shall be employed on any other occasions when a requirement is identified by the licence holders written risk assessment or requested by Sussex Police in writing with a minimum of 48 hours notice.

b) What considerations have been made by the licence holder regarding busy periods such as Bank Holidays, Season Variations as well as other City Events e.g. Football, Pride, Music Events and any additional special events which may arise in the city during the year.

c) The use of glassware versus shatterproof, polycarbonate, plastic or paper drinking vessels and the supply of glass bottles to customers depending on.

17. The Premises Licence Holder must have a written policy relating to:

- a. Vulnerability and Safeguarding
- b. Drugs – including secure storage and recording of any seized drugs and regular contact with Police Licensing for collection and disposal
- c. Dispersal

A copy of these policies must be kept at the premises for reference and shall be immediately available for inspection by the Police and the Licensing Authority. These policies must be reviewed every 12 months and a record kept of any changes or revisions made.

18. Individuals found to have drugs in their possession will be banned from the premises.

19. Regular checks of all toilets will take place on every day that the premises remains open for business. These checks will be documented and records made available on request to Sussex Police and authorised officers of the local authority.

20. (9) 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.

~~(10) Additional conditions as stated in original application or agreed with another Agency~~

### **For Public Safety**

~~(11) 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. 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 for alcohol service e.g. underage, will also be recorded in writing and feedback given to staff as relevant.~~

21. An incident log shall be kept at the premises and must be completed within 24 hours of the incident. It can be in paper or electronic form and will record the following:

- a) all crimes reported to the venue
- b) any refusals made of alcohol service e.g. underage, intoxication
- c) all ejections of patrons
- d) any complaints received concerning crime and disorder
- e) any incidents of disorder
- f) all seizures of drugs or offensive weapons
- g) any visit by a relevant authority or emergency service.

22. The incident log will:

- a) be inspected and signed off by the DPS (or a person with delegated authority) at least once a fortnight.
- b) 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 or as listed in condition 11 above.
- c) be used to give feedback to staff to ensure that the log is used on each occasion that a refusal, ejection or incident occurs at the premises and to identify any patterns or trends.
- d) be kept for a minimum of twenty four (24) months.

~~(12) Additional conditions as stated in original application or agreed with another Agency~~

### **For the Prevention of Public Nuisance**

23. A dedicated phone line shall be available to residents to call in the event of any concerns.

24. No deliveries (to the premises) will take place between the hours of 20:00 hrs and 08:00 hrs, unless the prior written agreement of the Licensing Authority has been obtained.

25. (13) Notices shall be displayed both within the premises and in the enclosed yard asking customers to be quiet and respect the needs of the local residents.

~~(14) The café sound system on the ground floor will be used for regulated entertainment. The speaker positions will be adjusted so as to prevent noise nuisance travelling towards neighbours.~~

26. All amplified music will be controlled by a noise limiter which must be fitted to moderate the sound output of the house system, to be set at levels agreed with the Local Authority. This must be used by all those providing pre-recorded and live entertainment.

27. No external audio equipment will be permitted to be used, unless approved by the Local Authority in writing.

~~(15) Smoking will be allowed in the courtyard to be open until 21:00 when the courtyard will be closed. Smokers will then be able to stand without drinks and smoke at the front in the street.~~

28. Smoking will be allowed in the courtyard until 23:00, at which time the courtyard will close. Smokers will then be able to stand without drinks and smoke at the front of the premises in the street.

29. (16) Doors are to be kept closed at all times (other than for access and egress) and windows are to be kept closed at all times that regulated entertainment is in progress.

~~(17) As stated in original application or agreed with Environmental Protection~~

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

30. No children under the age of eighteen will be permitted to remain on the premises after 20:00, unless accompanied by an adult e.g. some over eighteen (18) years of age.

31. (18) 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 approved 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.

32. (19) Signage advertising the 'Challenge 25' policy will be displayed in prominent locations in the premises.

~~(20) 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:~~

- ~~a. \*The lawful selling of age restricted products~~
- ~~b. \*Refusing the sale of alcohol to a person who is drunk~~
- ~~c. Further verbal reinforcement/refreshers training covering the above will be carried out thereafter at intervals not to exceed 12 weeks, with the date and time of the verbal reinforcement/refreshers training documented.~~

~~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.~~

33.

(a) The Premises Licence Holder / Management shall ensure that all staff members engaged or to be engaged in selling alcohol shall receive induction training. If this training is to be conducted in electronic form, it will at a minimum also include a face-to-face discussion session. This training will take place prior to the selling of such products and will include:

- ❖ The lawful selling of age restricted products – including but not limited to, the requirement of the staff member conducting the transaction to ensure they carry out Challenge 25 checks regardless of any other staff member checks that may already have taken place
- ❖ Identifying if a person may be intoxicated and refusal of sale
- ❖ Vulnerability initiatives and how to respond to potential drink spiking

(b) Further verbal reinforcement/refreshers training covering the above will be carried out thereafter at intervals not to exceed 12 weeks, with the date and time of the verbal reinforcement/refreshers 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

34. A list of staff members who are authorised to sell alcohol on the premises shall be kept. This shall be endorsed by the DPS with the date such authorisation commences.