

Licensing Panel (Licensing Act 2003 Functions)

Date: **25 September 2026**

Time: **10.00am**

Venue **Virtual: Microsoft Teams**

Members: **Councillors:** Czolak, Parrott and Sykes

Contact: **Francis Mitchell**
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AGENDA

1 TO APPOINT A CHAIR FOR THE MEETING

WELCOME & INTRODUCTIONS

2 PROCEDURAL BUSINESS

(a) **Declaration of Substitutes:** Where Councillors are unable to attend a meeting, a substitute Member from the Licensing Committee may attend, speak and vote in their place for that meeting.

(b) **Declarations of Interest:**

- (a) Disclosable pecuniary interests;
- (b) Any other interests required to be registered under the local code;
- (c) Any other general interest as a result of which a decision on the matter might reasonably be regarded as affecting you or a partner more than a majority of other people or businesses in the ward/s affected by the decision.

In each case, you need to declare

- (i) the item on the agenda the interest relates to;
- (ii) the nature of the interest; and
- (iii) whether it is a disclosable pecuniary interest or some other interest.

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(c) **Exclusion of Press and Public:** To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

NOTE: Any item appearing in Part Two of the Agenda states in its heading the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.

A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls.

3 INTENSO ESPRESSO BAR - LICENSING PANEL (LICENSING ACT 2003 FUNCTIONS)

7 - 40

Contact Officer: Charles Boufrahi
Ward Affected: Wish

Date of Publication - Thursday, 17 September 2026

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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) or email democratic.services@brighton-hove.gov.uk

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Licensing Panel (Licensing Act 2003 Functions)

Brighton & Hove City Council

Subject:	Application for a New Premises Licence under the Licensing Act 2003
Premises:	Intenso Espresso Bar, 236 Portland Road, Hove, BN3 5QT
Applicant:	Selina Simeonova Grigovova
Date of Meeting:	25th September 2026
Report of:	Corporate Director for City Operations
Contact Officer: Name:	Emily Fountain
Email:	Emily.Fountain@brighton-hove.gov.uk
Ward(s) affected:	Wish

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 To determine an application for a New Premises Licence under the Licensing Act 2003 for Intenso Espresso Bar.

2. RECOMMENDATIONS:

- 2.1 That the Panel determine an application for a New Premises Licence under the Licensing Act 2003 for Intenso Espresso Bar.

3. CONTEXT/BACKGROUND INFORMATION & CONSULTATION

- 3.1 The application is for a New Premises Licence under the Licensing Act 2003. The application proposes: *The premises is currently active as a coffee shop. The same management will introduce evening openings for a restaurant.*

- 3.2 Section 18 of the application is detailed at Appendix A and the plan of the premises is attached at Appendix B.

- 3.3 Summary table of proposed activities

3.4

	Proposed
Supply of Alcohol	Everyday 10:00 – 22:30 On the Premises
Hours premises are open to public	Everyday 08:00 – 23:00

- 3.5 The premises does not fall in the City Safety Area or the Special Stress Area.

Representations received

- 3.6** Details of the representations made are notified to applicants on receipt by the Licensing Authority using a pro-forma. A summary appears below:
- 3.7** 3 representations were received. They were received from local residents.
- 3.8** Representations received had concerns relating to Prevention of Crime and Disorder, Public Safety and Prevention of Public Nuisance. Full details of the representations are attached at Appendix C.
- 3.9** The applicant has agreed conditions with Sussex Police and Environmental Protection. These are attached at Appendix D
- 3.10** A map detailing the location of the premises is attached at Appendix E.

4. COMMENTARY ON THE LICENSING POLICY

- 4.1** The following extracts from Brighton & Hove City Council Statement of Licensing Policy are considered relevant to this application and **are numbered as they appear in the policy**:

1 Introduction

1.1 This Statement of Licensing Policy has been prepared in accordance with the provisions of the Licensing Act 2003 (the Act) and having regard to Guidance issued by the Home Office under Section 182 of the Act.

This policy takes effect from the 5 January 2026. The licensing authority is Brighton & Hove City Council.

The purpose of this statement is to promote the licensing objectives and set out a general approach to making licensing decisions.

The discretion of the licensing authority in relation to applications under the act is only engaged if 'relevant representations' are made by other persons or responsible authorities.

This policy will inform the approach to be taken when deciding applications and imposing conditions when relevant representations are received. It is also intended as a guide for applicants as to what to include in their operating schedules, always recognising that if no representations are received, the application must be granted.

The licensing authority must carry out its functions with a view to promoting the licensing objectives and this policy is framed around those objectives. Each application will be given individual consideration on its merit.

The scope of this policy covers the following:

- Retail sales of alcohol.
- The supply of alcohol by or on behalf of a club, or to the order of, a member of

- the club.
- The provision of regulated entertainment.
- The provision of late night refreshment.

1.2 The licensing objectives are:

- (a) the prevention of crime and disorder.
- (b) public safety.
- (c) the prevention of public nuisance; and
- (d) the protection of children from harm.

1.3 Scope

1.3.1 Licensing is about regulating licensable activities on licensed premises, by qualifying clubs and at temporary events. Any conditions attached to various authorisations will be focused on matters which are within the control of individual licensees and others with relevant authorisations, i.e. the premises and its vicinity. Each application will be given individual consideration on its merit. Nothing in this policy shall undermine the right of any individual to apply under the terms of the act for a variety of permissions and to have any such application considered on its individual merits. Similarly, nothing in this policy shall override the right of any person to make representations on an application or seek a review of a licence or certificate where provision has been made for them to do so in the act.

3. Special Policies and Initiatives

3.4 The Matrix Approach

The Licensing Authority will support:

- 3.4.1 Diversity of premises: ensures that there is a mix of the different types of licensed premises and attracts a more diverse range of customers from different age groups, different communities and with different attitudes to alcohol consumption. It gives potential for positively changing the ambience of the city or an area of it. This will have a positive effect in reducing people's fear of crime and in increasing the number of evening visitors to the city centre. The Community Safety and Crime Reduction Strategy [Community safety and crime reduction strategy 2023 to 2026](#) recognises that too many single uses in a confined area and patrons turning out onto the streets at the same time may create opportunities for violent crime and public disorder and therefore supports: mixed use venues encouraging a wider age balance.
- 3.4.2 A 'Matrix' approach to licensing decisions has been adopted and is set out below. It provides a firm framework of what the licensing authority would like to see within its area and gives an indication of the likelihood of success or otherwise to investors and businesses making applications. It underpins the City Safety Policy (see above at 3.1).

Matrix approach for licensing decisions in a Statement of Licensing Policy (times relates to licensable activities)

	City Safety Area	Special Stress Area	Other Areas
Food & dining venues	1 am	1 am	1 am
Fast food premises	No	Midnight Deliveries until 2am	Midnight Deliveries until 2am
Cafe	10pm	10pm	10pm
Performance venues	Midnight	Midnight	Midnight
Grassroots Music venues	Midnight	1am	1am
Nightclubs	No	No	No
Public houses and bars	No	Midnight	Midnight
Non-alcohol led venues	Midnight	Midnight	Midnight
Off licences	No	No	Yes (Up to 11pm – (see note f below)
Shared workplaces, co-working offices	Midnight	Midnight	Midnight
Members' clubs	11pm	Midnight	Midnight

3.4.3 Explanatory notes on matrix

Definitions: each venue will be considered individually, and the below definitions may need to be applied flexibly depending on the business model of the specific venue

Food and dining venues	• Provide substantial table meals to customers dining at the premises • Food is prepared on site • Alcohol is sold to customers ancillary to a substantial table meal for consumption at the premises (or in an associated outdoor dining area) only • If takeaway service is provided, must be ancillary to provision of substantial table meals
Fast food premises	• Provide late night refreshment of fast food intended for immediate consumption on the premises or takeaway • Food is served in disposable packaging
Cafes	• Sell alcohol to customers for consumption on the premises in addition to other food and drink products • Food and drink is served to customers seated at a table including to any outdoor designated area • Food is prepared on site and the premises will have a fully operational kitchen • A full menu of the hot and cold food items available will be clearly on display within the premises. • Generally operate in the daytime and early evening only.

Performance venues	• Provide performances of live music, theatre, dance and other creative arts to entertain an audience • Includes live music venues, concert venues, cabarets and theatres • Does not include karaoke or Grassroots Music Venues
Grassroots Music Venues	• Grassroots Music Venues are small, typically local venues that provide a platform for emerging and independent musicians to perform. They are often pubs, clubs, or other small spaces where artists can hone their craft, gain experience, and connect with a local audience. These venues play a crucial role in nurturing talent and supporting the development of the music scene. • A member of Music Venues Alliance Brighton or Music Venues Trust or similar
Nightclubs	• Provide regulated entertainment and the sale of alcohol • Main licensable activity is recorded and live music with provision of dance floors, sound systems and light displays • Generally, operate at night and into early hours of the morning
Public houses and bars	• Sell alcohol to customers for consumption on the premises • Sale of alcohol takes place at the bar • Includes tap rooms and craft beer pubs • May also carry out other licensable activities • Does not include cafes
Non-alcohol led venues	• Cultural venues such as art galleries, museums, theatres • Experiential entertainment venues such as escape rooms and social gaming venues • Alcohol is sold to customers for consumption on the premises • Supply of alcohol is ancillary to entertainment offering • Does not include shared workplaces and co-working offices
Off licences	• Supermarkets and convenience stores which supply alcohol for consumption off the premises in addition to other retail products • Includes alcohol delivery services fulfilling remote orders for sale of alcohol • Restrictions on ABV% e.g. the Sensible on Strength 6% condition
Shared workplaces, co-working offices	• Office premises in which individual workstations and meeting rooms are rented to solo workers and small businesses
Members' clubs	• Premises authorised to carry out licensable activities under a club premises certificate

- 3.4.4 **Each application will be considered on its own merits.** However, the Licensing Authority will apply the Matrix Approach in all cases unless there are exceptional circumstances which justify a different approach.
- a). **Applications within the CSA** will be subject to a special policy requiring robust measures to be included in the operating schedule to promote safety. Applications within the SSA will be subject to the special stress policy set out in 3.3.
 - b). **Exceptional circumstances.** The Licensing Authority will determine exceptional circumstances on a case-by-case basis. An example of exceptional circumstances could be where the applicant has provided sufficient assurances to the responsible authorities that they do not make relevant representations against the application. Another example is where the application is for a variation to an existing premises licence and the applicant satisfies the criteria for a “good operator”.
 - c). **Activities which the Licensing Authority values and wishes to encourage:** LGBTQ+ and TNBI venues; outdoor regulated entertainment; cafes; members’ clubs; traditional pubs (outside the CSA); non-alcohol led licensable activities, especially within the city centre. The Licensing Authority will aim to permit these types of venues in appropriate locations, but will consider each case – including any relevant representations – on its own merits.
 - d). **Location.** Consideration will be given to the character of the area of the venue in every case. In residential areas, the Licensing Authority will pay particular attention to the potential of a venue to cause public nuisance, especially noise disturbance, littering and anti-social behaviour. In these areas, an early closing time may be appropriate.
 - e). **Food and dining venues.** The Licensing Authority will require conditions to ensure that these venues are food-led, such as: alcohol to be sold only to customers taking a substantial table meal; no takeaway service of food for immediate consumption (an ancillary meal delivery service is acceptable). Where the venue has an agreement to use an adjacent outdoor area, the Licensing Authority will require evidence that a pavement licence has been granted for use of the highway (for highway land) or landowner’s consent (for land other than a highway).
 - f). **Off licences.** Particular consideration will be given to applications for off-licences in areas which already have one or more off-licences in close proximity, due to concerns about street drinking, underage sales and anti-social behaviour. Where relevant representations are made raising these issues, the application is likely to be refused or – if it is appropriate to grant the application – granted subject to a terminal hour in line with neighbouring off licences.
 - g). **Outdoor events.** Outdoor events will generally be supported where they have been arranged through the Council’s event planning process.
- 3.4.6 **Food & Dining Venues** - the licensing authority may be prepared to look favourably upon an application for the grant of a licence, subject to the following conditions.

- Intoxicating liquor shall not be supplied or sold on the premises otherwise than to persons taking table meals there and for the consumption by such a person as an ancillary to their meal. There will be no vertical drinking.
- Food & dining venues with outside service - the licensing authority will also consider applications from these venues that request to serve alcohol to areas adjacent to or immediately outside their premises. In addition to the above conditions for cafes, the licensing authority will require evidence that the applicants have an agreement with the local authority to use the area as defined on a plan provided. The following condition may also apply:
- The sale and supply of alcohol for consumption off the premises shall be restricted to an area licensed by the Local Authority for use of the public highway as shown on the plan deposited and such area shall be defined by a physical barrier acceptable to the licensing authority.

3.5 Good Operator Policy

3.5.1 Good operators of licensed premises are valuable partners in assisting the Licensing Authority to promote the licensing objectives in Brighton and Hove and contributing to our city's unique and vibrant culture. The Licensing Authority has therefore decided to introduce a new policy measure – the Good Operator Policy – to reward and incentivise the responsible management of licensed premises. Under the Good Operator Policy, there will be a presumption in favour of granting applications to vary premises licences which are submitted by good operators as defined by this policy. This includes variations to trading hours beyond the hours indicated by the Matrix Approach. In general, the Licensing Authority will consider granting such applications to be appropriate for promoting the licensing objectives – unless there is clear and compelling evidence they would be undermined by granting the application.

3.5.2 A "good operator" is an applicant for an application to vary a premises licence who satisfies all of the following criteria:

- at the time of making the variation application, and at the time the application is determined, they are the holder of the premises licence subject to the application
- in the 3 to 5 year period prior to submitting the application, the applicant has not been subject to any formal intervention by the responsible authorities in connection with that [or any other] premises in Brighton and Hove.
- Formal intervention includes the following; a formal written warning; an application for review or summary review; a closure notice or closure order; a prosecution for an offence under the Licensing Act 2003; a penalty for employing illegal workers; or an abatement notice.

3.6 Live Music, Dancing and Theatre

3.6.1 This policy recognises the need to encourage live music, dancing and theatre for the wider cultural benefits of the community generally. In addressing such issues the potential for limited disturbance in neighbourhoods will always be carefully

balanced with these wider benefits. The impact of licensing on regulated entertainment, particularly live music and dancing, will be monitored.

- 3.6.2 The Licensing Committee represents the general interests of a community in determining what conditions should be attached to licences and certificates as a matter of necessity for the promotion of the licensing objectives. All members of the Licensing Committee will be trained on Licensing Act 2003 and S182 Guidance. The Licensing authority is aware of the need to avoid measures which deter live music, dancing and theatre - such as imposing indirect costs out of proportion to the income of the licence holder and to the risks presented. Only appropriate, proportionate and reasonable licensing conditions should impose any restrictions on such events.

6. Prevention of Crime and Disorder

The following details and measures are intended to address the need for the prevention of crime and disorder which may be associated with licensed premises and certificated club premises. Conditions attached to licences and certificates will, as far as possible, reflect local crime reduction strategies.

- 6.1.1 The licensing authority acknowledges that training and good management play a key part in preventing alcohol and drug related crime. The authority expects that all licensees of on-licensed premises attend training programs which will raise their awareness of the issues relating to spiking, drugs and violence in licensed premises, and that suitable training be extended to all bar staff and door supervisors so that drug dealers and users will be deterred from using licensed premises for illegal purposes and that incidents of violence in licensed premises will be reduced. Licensees are also encouraged to attend training programs to help identify children at risk and issues of basic child protection and vulnerable individuals. It is the duty of the designated premises supervisor (DPS) to train staff on induction concerning conditions on their premises licence and their responsibility to uphold all four licensing objectives.
- 6.1.2 It is expected that the DPS will spend a significant amount of time on the premises. When not on the premises it will be essential that the DPS is contactable, particularly should problems arise with the premises and that staff are authorised by the DPS
- 6.1.3 The location of violent attacks, anti-social behaviour and hate crime or related incidents may be used to justify closing times.

7. Public Safety

The following details and measures are intended to address the need for the protection of public safety which may be associated with licensed premises and certificated club premises.

- 7.1.1 The permitted capacity is a limit on the number of persons who may be on the premises at any time, following a recommendation by the relevant fire and rescue authority under the Regulatory Reform (Fire Safety) Order 2005. For any

application for a premises licence or club premises certificate for premises without an existing permitted capacity where the applicant wishes to take advantage of the special provisions set out in section 177 of the 2003 Act, the applicant should conduct their own risk assessment as to the appropriate capacity of the premises. They should send their recommendation to the fire and rescue authority which will consider it and decide what the “permitted capacity” of those premises should be.

7.1.3 Conditions may be imposed in accordance with operating schedules to protect public safety including where justified:

- a). provision of closed-circuit television and panic buttons.
- b). use of shatterproof drinking vessels; bottles requiring use of toughened glass or reusable plastic should normally be required unless applicants can show exceptional reasons.
- c). use of door supervisors, licensed by the Security Industry Authority.
- d). requirement of a minimum of a licensed door supervisor for every 100 customers in nightclubs and large city centre pubs or as indicated by risk assessment.
- e). occupant capacity conditions will be applied where appropriate.
- f). the provision of designated and suitably trained first aiders.

8. Prevention of Public Nuisance

The following details and measures are intended to address the need for the prevention of public nuisance which may be associated with licensed premises and certificated club premises:

- 8.1.1 In determining applications for new and varied licences, regard will be had to the location of premises, the type and construction of the building and the likelihood of nuisance and disturbance to the amenity of nearby residents by reason of noise from within the premises, as a result of people entering or leaving the premises or from individuals or groups of customers gathered outside (e.g. in order to smoke).
- 8.1.2 Applications for new licences or for the extension in size of licensed premises should not normally be granted if the premises will use amplified or live music and operate within or abutting premises containing residential accommodation except that occupied by staff of the licensed premises. A condition may be imposed on new licences that entertainment noise shall be inaudible in any residence. Noise emanating from within licensed premises should not normally be audible outside.
- 8.1.3 Installation of sound limiting equipment and sound insulation may be required to minimise disturbance to the amenity of nearby residents by reason of noise from the licensed premises.
- 8.1.4 Generally, regulated entertainment in the open air including tents and marquees should have a maximum closure hour of 2300. Earlier hours may be imposed in sensitive open spaces or near residential areas. The Licensing Authority will have regard to Noise Council guidance.

- 8.1.5 In determining applications for new licences or extensions in hours or terminal hours of licensed premises, regard will be had to late night public transport availability and location of taxi ranks to aid dispersal of customers.
- 8.1.6 Reasonable controls are available to all premises operators to minimise the impact of noise from customers outside. The council's Environmental Health Department has issued guidance on a number of steps that can be taken in this respect which are endorsed by this policy (see 8.2 below).

8.2 Smoking Advice

8.2.1 Premises licence holders will be expected to:

- Develop a management plan on how to manage smoking on their premises and ensure that all staff are aware of the contents of this plan, and that it is effectively implemented. Noise from people smoking and talking can be intermittent, vary in character and volume and be intrusive. An effective smoking management plan will help prevent neighbours being disturbed.
- Comply with any planning conditions restricting the use of outdoor areas.
- Ensure that any structures used by smokers comply with the design criteria detailed in the Health Act 2006 and that any structures, awnings, retractable canopies, etc have the relevant planning permission.
- Ensure any new lighting to outdoor areas must be designed so as not to cause a light nuisance to neighbours and again have the relevant planning permission and building control consent.
- Ensure that the conditions on the premises licence are complied with. There may be conditions restricting the hours of use of gardens and outdoor areas. Having reviewed the contents of the premises licence it may be necessary to request a variation of your licence.
- Licence tables and chairs on the Public Highway under the provisions of the Highways Act 1980. These licences may have conditions restricting the times that the area can be used.
- Ensure drinks, glasses and bottles are not taken onto the highway unless there is a tables and chairs licence permitting use. A system should be adopted to prevent theft and 'spiking' of drinks and reminding customers not to leave unattended items.
- Discourage smokers remaining in gardens and outdoor areas and determine terminal hours.
- Discourage smokers remaining outside by removing/disabling tables and chairs or prohibiting their use after a certain time. Lights and heaters will also be turned off.
- Introduce a system that after a certain time the number of smokers outside are restricted to a maximum number. Staff will be needed to manage this restriction.

- Employ staff and/or SIA registered door supervisors to manage doors and control customers and smokers entering and leaving the premises. Staff positioned on the doors can help to encourage customers not to cause a noise problem. It may be that staff are required to manage doors after a certain time, particularly during the hours when neighbouring residents are trying to sleep.
- Ensure door supervisors maintain order outside venues and protect customer safety. BCRP supports the use of Night Safe. Radio net and other pager systems and pub watch schemes can be used to provide for rapid police response and alert other venues where customers and staff are endangered.
- Position signs to remind customers that the premises is in an area where people live. It is not always obvious in busy commercial streets with flats above. By changing the design and wording of signs customers do not forget. Signs can be located in and outside the premises and on tables.
- Use CCTV to manage outside areas.

8.2.2 Licensed premises should normally display prominent, legible signs at exits reminding customers to leave in a quiet, peaceful, orderly manner.

10. Integration of Strategies

10.1 The licensing authority shall secure the proper integration of this policy with local crime prevention, planning policy, transport, tourism and cultural strategies by: -

- Liaising and consulting with Sussex Police, Community Safety Partnership Board, sustainability commission representatives and following the guidance in community safety and crime and disorder strategy
- Liaising and consulting with Public and Drug and Alcohol Programme Board
- Liaising and consulting with the East Sussex Fire & Rescue Service
- Liaising and consulting with the Safety Advisory Group (Emergency Planning)
- Liaising and consulting with the Planning authority
- Liaising and consulting with the Highways authority
- Liaising and consulting with local business and business associations. Having regard to any future documents issued relating to the Private Security Industry Act 2001, for example liaison or information sharing protocols
- Liaising and consulting with the Trading Standards Team, for example with regard to test purchasing codes of practice

10.1.1 In line with statutory requirements and the council's Public Sector Equality Duty, the Licensing Authority shall have due regard to the need to eliminate unlawful discrimination, and to promote equality of opportunity and positive relations between all people. This includes people who share protected characteristics, including but not limited to LGBTQIA+ people, disabled people, people from diverse ethnic and cultural backgrounds and people of all faiths and none.

10.1.2 This policy supports the aims of the tourism strategy, recognising the benefits for the tourism economy of creating a safer and more attractive city centre and improving competitiveness with other European cities. The Licensing Committee

should receive any reports relevant to the needs of the local tourist economy and the cultural strategy for the area to ensure that it considers these matters.

10.1.3 The Licensing Committee should receive relevant information relating to the employment situation of the area and the need for new investment and employment where appropriate.

10.1.4 Specific conditions may be attached to premises licences to reflect local crime prevention strategies. Such conditions may include the use of closed circuit television cameras, use of the NightSafe radio system or accredited scheme, the provision and use of shatterproof drinking receptacles, drugs and weapons search policy, the use of registered door supervisors, specialised lighting requirements, hours of opening. Certificates issued to club premises shall reflect local crime prevention strategies and may include any or all of the requirements listed above.

10.1.5 The licensing authority will have regard to the need to disperse people quickly and safely from the city centre to avoid concentrations which may produce disorder and disturbance.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

5.1 The licensing Act 2003 provides for fees to be payable to the licensing authority in respect of the discharge of their functions. The fee levels are set centrally at a level to allow licensing authorities to fully recover the costs of administration, inspection and enforcement of the regime.

Finance Officer Consulted David Wilder

Date: 11/09/2029

Legal Implications:

5.2 The licensing authority must act to promote the four licensing objectives which are:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

The licensing authority must have regard to its statement of licensing policy and the guidance issued by the Secretary of State in carrying out its functions.

Lawyer Consulted: Rebecca Sidell

Date: 10/09/2026

Equalities Implications:

5.3 Diversity is valued and strong, safe communities are vital to future prosperity. Licensing policy aims to protect children from harm including sale and supply of alcohol to children.

Sustainability Implications:

- 5.4 Licensing policy aims to prevent public nuisance and develop culture of live music, dancing and theatre.

SUPPORTING DOCUMENTATION

Appendices:

1. Appendix A – Section 18 of the Application
2. Appendix B – Plan of Premises
3. Appendix C – Representations
5. Appendix D – Agreed Conditions
6. Appendix E - Map of area

Documents in Members' Rooms

Brighton & Hove City Council, Licensing Act 2003: Statement of Licensing Policy 2026
[Statement of Licensing Policy 2026](#)

Home Office, Revised Guidance issued under section 182 of the Licensing Act 2003, February 2026 [Revised guidance issued under section 182 of Licensing Act 2003 - GOV.UK](#)

Public Health Framework for Assessing Alcohol Licensing – July 2025
[Public Health Framework for Assessing Alcohol Licensing | Tableau Public.](#)

Background Documents

Brighton & Hove City Council, Licensing Act 2003: Statement of Licensing Policy 2026.
[Statement of Licensing Policy 2026](#)

Appendix A

Section 18 of 21
LICENSING OBJECTIVES
Describe the steps you intend to take to promote the four licensing objectives:
a) General – all four licensing objectives (b,c,d,e)
List here steps you will take to promote all four licensing objectives together.
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. Intoxicating liquor shall not be supplied or sold or supplied on the premises otherwise than to persons taking table meals there and for the consumption by such a person as an ancillary to their meal. 3. Suitable beverages other than intoxicating liquor (including drinking water) shall be equally available for consumption with or otherwise as an ancillary to meals served in the premises. 4. 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.
b) The prevention of crime and 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 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.
6. a) An incident log will be maintained by the premises showing a detailed note of incidents

Continued from previous page...

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 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.

c) Public safety

None

d) The prevention of public nuisance

7. Provide signage at all exits and outdoor area used for smoking by staff and patrons "Please respect the needs of local residents, including leaving quickly and quietly; do not disturb the neighbours"

8. That the placing of refuse, such as bottles into receptacles outside the premises takes place no later than 21-00hrs and no earlier than 07-00hrs.

9. Keep the premises and immediate vicinity free from litter at all times, including at close of trading.

e) The protection of children from harm

10. 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.

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

12. a) 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:

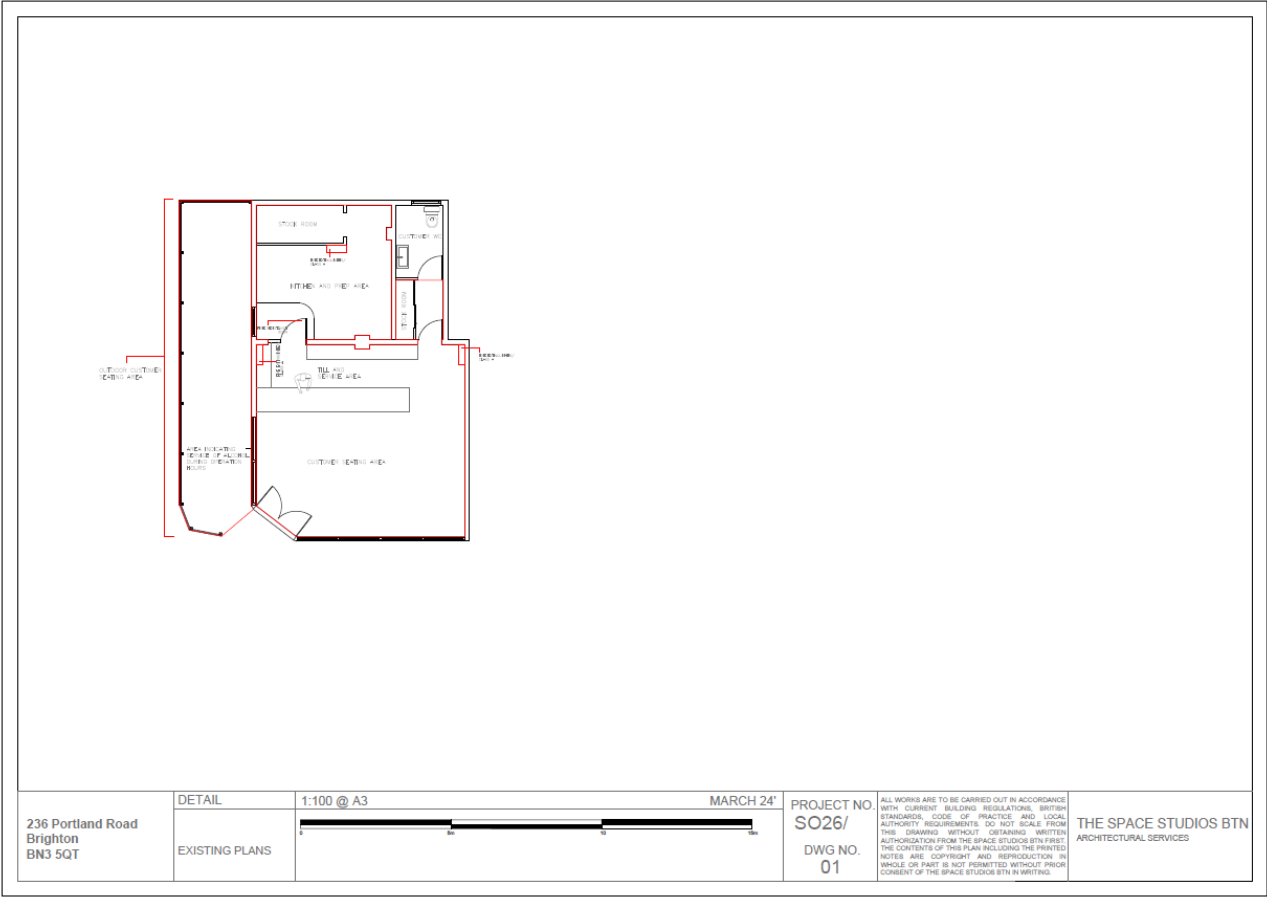
- The lawful selling of age restricted products

- Refusing the sale of alcohol to a person who is drunk

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

Appendix B



Appendix C

REP A - EF valid on the Licensing Objective of PPN.

From: REDACTED

Sent: 20 August 2026 16:54

To: EHL Licensing <ehl.licensing@brighton-hove.gov.uk>

Subject: Opposition to Application for On-Trade License - 236 Portland Road, BN3 5QT

Dear Licensing Department,

I am writing to you in opposition of a License Application on behalf of both myself and my partner, please see details below.

My details/My partners details:

REDACTED

Application in question:

Intenso Espresso Bar, 236 Portland Road, Hove, BN35QT

On-Premises License, 10:00-22:30 Everyday

Reasons for Opposition:

As a Personal License holder myself, I fully believe that granting this premises license will prove to be disruptive to the residential area surrounding the premises, especially to the residential flats **REDACTED**, and will not bring benefits to the local area that will outweigh the negatives granting it will bring, and object in the strongest terms.

The business currently operates from approximately 0700h through to 1500h daily - extending the operating hours for an additional several hours every single day into the evening will add to noise disruption, with both music playing and increased volumes from patrons (as happens with intake of alcohol), during the week when it will prove disruptive to rest outside work hours, and the weekends when it will disrupt leisure.

I have little faith that they will consistently abide by noise or licensing restrictions (both time and level), as they have proven to be unable to so under current conditions - we have previously **REDACTED** about music outside of operating hours (for example, pre-7am on Sundays) and high volume during operating hours, with disruption only abating after months of **REDACTED** with staff and owners, through to escalating to **REDACTED**. I have little faith that they will be able to acceptably manage patrons behaviour with regards to noise once alcohol is consumed either, regardless of the hours of operation.

I am also incredibly disappointed that despite being previously refused planning permission for an external seating area outside the cafe, the premises still operates with their external

seating area, and does not appear to have ever been granted planning permission for its use, despite this being constructed around **REDACTED** nor has the owner applied for any retro-active permission since the initial refusal. This further compounds my lack of confidence in the venue to follow licensing conditions if the on-trade license is granted, as they cannot even follow existing conditions. Whilst in it's current form the external seating area is manageable and the business operates effectively with minimal disruption (I would happily and wholeheartedly support it's retrospective approval), I would not support it in the context of an alcohol license, as it would greatly exacerbate disruption, noise pollution and intoxication in a quiet residential part of Portland Road in the open air and not contained within the premises. (If this is not the case, and the planning permission approval has in fact been granted and just not been added to the council's public records for some reason, please could this be updated).

There is an expectation with a pre-existing residential property to have a right to peaceful enjoyment of said property, granting this license would be a failure of duty for the council and their responsibility in this regard, removing our ability to quietly enjoy our **REDACTED** and would focus on times outside of standard working hours when we can reasonably expect to be home and not face disruption - this is not a case of objecting to current/pre-existing business or trade, such as a historic venue/pub for music or licensable activities whereby tenants arrive with full knowledge of potential disruption before moving into a property, but rather the removal of our right to quiet enjoyment of our home.

There are already plenty of licensed venues on Portland Road offering all manner of styles of business for all audiences, from Pubs of all styles, to other cafes with licenses and cocktail bars; I fundamentally do not believe that granting more licenses in this area will positively benefit the street, only negatively, as it is already at capacity, whilst granting such a license will negatively impact the operation of other business in the area too, at a time when on-trade venues are struggling.

REDACTED and we already have issues with objects and refuse being left **REDACTED**, (such as empty beer cans, Bevel bikes etc), directly introducing intoxicated individuals to this specific area will exacerbate an already pre-existing issue.

REDACTED would like to make it clear **REDACTED** would be uncomfortable with drunk or intoxicated individuals **REDACTED** when leaving the property, both at 10am through to 10pm, especially in winter months when it is dark with no illumination **REDACTED**

I am disappointed to see that no attempts have been made to prove that the venue will be responsible with the use of their license, they have not tested how this will affect all the above through available temporary licenses to show both local residents and yourselves that they may operate in a responsible and appropriate manner, nor have they consulted with local residents as to how they may operate in a way to minimise disruption, if they were to operate under an on-license.

I am further disappointed to note that despite **REDACTED** the blue public license application was only placed on the front door entrance to the venue, which is noticeably separate to **REDACTED**, and was not placed in a location to make it obvious to neighbouring residences and businesses that the application was being made.

I would like to make it clear that we do not fundamentally object to licensable activities on the premises in principal, just to the terms of the application itself. We would not object if the license were to be granted within current operating hours, for example from 1000h through to 1630h Wednesday to Saturday, as this would be reasonable and we can expect disruption to be minimised whilst still benefitting the business, as is the case with many cafes with pre-existing on-licenses.

We would also request that as a conditions of license as a criteria necessary for approval, that the cafe fit adequate soundproofing to the venue, to ensure that increased noise levels during hours of operation from introducing alcohol do not cause increased disruption from either recorded music or patrons, that drinks must be consumed sitting down, that drinks must not be allowed into the external seating area (regardless of planning permission status), that the range provided excludes spirits and only includes either small format, single serve table-beer or wine (but not both), and there is a necessity for provision of hot food available at all times when alcohol is served.

Thank you for you time and consideration,

REDACTED

REP B - EF valid on the licensing objective of PPN.

From: REDACTED

Sent: 26 August 2026 12:10

To: EHL Licensing <EHL.licensing@brighton-hove.gov.uk>

Subject: Objection to Licensing Application - 2026/03075/LAPREN - Intenso Espresso Bar - 236 Portland Road Hove BN3 5QT

Dear Madam or Sir,

I am writing to object to the application for an alcohol licence submitted by Selina Simeonova Grigovova / Intenso Espresso Bar / 236 Portland Road Hove -
REF: 2026/03075/LAPREN

My name is **REDACTED**, approximately **REDACTED** from the Intenso cafe. I have lived here for **REDACTED** and I can say without hesitation that the corner of Hogarth and Portland Road where Intenso is located is not in any way a suitable location for an alcohol licence, outdoor drinking or 11pm closing.

My reason for objection are the following ...

- Prevention of public nuisance – Alcohol sales and opening until 10.30pm are likely to increase noise from customers arriving, leaving and congregating outside, particularly during evening hours when neighbouring residents are entitled to reasonable peace and quiet.
- Immediate proximity to residential properties – The premises sits extremely close to homes. Extending its operation from a daytime coffee shop into the evening represents a significant change in use and is likely to increase disturbance at more sensitive times of day.
- Busy and already congested location – The premises is situated on a busy corner where additional evening customers, deliveries, taxis and pick-ups could exacerbate existing traffic, parking and pedestrian congestion.
- Proximity to a junior school – The premises is directly opposite a junior school. The introduction of licensed alcohol sales in such close proximity raises legitimate concerns around safeguarding, public nuisance and the character of the immediate environment, particularly where operating hours may overlap with school activities, events and after-school use.
- Potential for customers to congregate outside – Unlike a conventional restaurant, a café may generate customers standing, smoking or talking outside the premises. Alcohol consumption can increase both the likelihood and volume of this activity.
- Later-night dispersal noise – Disturbance is not limited to activity inside the premises. Customers leaving at 10.30pm, conversations outside, car doors, engines, taxis and other associated noise could continue beyond the licensed closing time.
- Cumulative impact on residential amenity – Even relatively modest individual disturbances can become significant when they occur repeatedly, seven days a week. The licensing authority should consider the ongoing impact on residents rather than simply whether any single incident would constitute a nuisance.
- Change in the nature of the premises – Residents accepted and **REDACTED** a daytime coffee shop. An alcohol licence combined with late-evening opening has the potential to materially change the nature, intensity and hours of the business.
- Risk of setting a precedent – Granting late opening and alcohol sales at this particularly sensitive residential location could make future extensions of hours or licensed activity harder

to resist and contribute to the gradual expansion of the night-time economy into a predominantly residential area.

- Lack of demonstrated need versus impact – The commercial benefit to the applicant should be balanced against the potential impact on a substantial number of **REDACTED** residents. If alcohol sales are permitted at all, residents would ask the Licensing Panel to consider substantially restricted hours and appropriate conditions rather than granting the application as submitted.

Many thanks for reading my objections. I will happy to answer any questions should you have any.

Warmest regards,

REDACTED

REP C - EF Valid on the Licensing Objectives of PCD, PS and PPN.

Representation Against Variation of Premises Licence

Licensing Application: 2026/03075/LAPREN

Premises: Intenso Espresso Bar, 236 Portland Road, Hove, East Sussex, BN3 5QT

Application: Proposed sale of alcohol until 10.30pm and premises closing at 11pm

I wish to make a formal representation against the application to vary the premises licence for Intenso Espresso Bar at 236 Portland Road, Hove, BN3 5QT.

REDACTED feel I am therefore particularly well placed to comment on the existing conditions in the immediate vicinity and the likely impact of the proposed substantial extension to the premises' operating hours.

I understand that the application seeks to permit the sale of alcohol until 10.30pm, with the premises remaining open until 11.00pm.

My representation is made principally in relation to the licensing objectives of the prevention of public nuisance, public safety and the prevention of crime and disorder.

1. Significant change from the current use

Intenso currently operates predominantly as a daytime café/coffee shop, with its normal operation generally ending at around 5pm.

The proposed variation would therefore represent a significant change in the character and pattern of use of the premises.

Rather than simply extending the existing café operation by a short period, the application introduces alcohol sales until 10.30pm and customer activity until 11.00pm.

This would create approximately six additional hours of activity compared with the premises' current normal closing time, including late-evening alcohol consumption.

I am concerned that this would materially change the impact of the premises on **REDACTED** residential properties and the surrounding area.

2. Residential setting and REDACTED residents

The premises are situated in an established residential environment.

REDACTED to Intenso and there is also residential/social housing **REDACTED** the premises. There are therefore residents living immediately adjacent to the premises who could be affected by increased noise, pedestrian activity, vehicle movements and customer dispersal.

The proximity of residential properties is particularly relevant when considering an application that would permit alcohol sales until 10.30pm and the premises to remain open until 11.00pm.

My concerns include:

- Increased noise from customers arriving and leaving.
- Customers congregating outside.
- Increased pedestrian activity.
- Conversations and general disturbance later into the evening.
- Vehicles arriving, waiting and leaving.
- Vehicle doors and engines.
- Headlights outside neighbouring properties.
- Litter.
- Customers dispersing into the surrounding residential streets after consuming alcohol.

The impact would not end when alcohol sales cease at 10.30pm. Customers would still need to leave the premises, creating a period of dispersal between 10.30pm and the proposed 11.00pm closing time.

3. Existing parking problems

There is already significant pressure on parking in the roads surrounding Intenso. Parking restrictions apply in the surrounding roads, including double yellow lines and resident parking schemes. Despite these restrictions, I regularly observe vehicles being parked on double yellow lines by people accessing Intenso and people taking up parking bays during the hour of 10am – 11am when parking nearby is restricted to residents only. Parking is already an issue during the premises' current daytime operation.

I am concerned that extending the premises' hours and introducing late-evening alcohol sales will increase parking demand and vehicle movements.

Customers may seek to park on surrounding residential roads or use restricted areas, potentially increasing congestion and obstruction.

There is also the potential for vehicles to stop outside the premises to drop off or collect customers.

I ask Brighton & Hove City Council to consider the existing parking conditions and observed parking behaviour when assessing the likely impact of the proposed variation.

I also ask the applicant to explain what measures they propose to minimise the impact of customer parking and vehicle movements on surrounding residential roads.

4. Traffic and pedestrian safety

Portland Road and the surrounding residential roads already experience considerable traffic and parking pressure. In particular, Hogarth Road (which Intenso is situated on the corner of) suffers from vehicles using the road as a cut through and often has traffic speeding above the 20 mph limit.

Additional evening vehicle movements and pedestrian activity associated with a premises selling alcohol until 10.30pm could add to these existing problems.

The nearby school, GPs' surgery and the restricted parking arrangements make this an already busy environment for pedestrians, families and residents.

I ask Brighton & Hove City Council to consider whether the proposed later hours could adversely affect public safety in the immediate vicinity.

5. West Hove Infant School

West Hove Infant School is located on Portland Road in the immediate vicinity of the premises.

The presence of the school contributes significantly to the character and use of this part of Portland Road, which is used extensively by young children, parents and families.

The area already experiences considerable traffic, parking and pedestrian activity associated with the school.

Although the proposed alcohol sales would continue beyond normal school hours, the presence of a primary school is relevant to the character of the location and to the existing pressure on the surrounding roads.

I am concerned that introducing additional late-evening alcohol-related activity into an already busy and constrained location will add to the overall pressures on the area.

6. Existing public nuisance in the REDACTED

REDACTED the premises in Hogarth Road where there is already an ongoing problem with people urinating. I am not suggesting that these existing incidents are necessarily caused by customers of Intenso. However, I am concerned that introducing additional late-evening alcohol consumption at these premises could exacerbate an existing problem.

People who have consumed alcohol may be more likely to seek somewhere away from the main road to urinate when leaving the premises. This is particularly concerning because **REDACTED** within the immediate residential environment and the problem already exists.

I therefore ask Brighton & Hove City Council to consider this existing nuisance when assessing the likely consequences of permitting alcohol sales until 10.30pm.

I would also ask the applicant to explain what specific measures they propose to prevent customers causing nuisance in the surrounding streets and **REDACTED** and how they intend to supervise and disperse customers at closing time.

7. Existing licensed premises in the area

There are already numerous establishments along Portland Road and in the surrounding area where alcohol can be purchased or consumed.

I therefore ask Brighton & Hove City Council to consider the cumulative effect of the licensed premises when assessing this application.

My objection is not simply opposition to the sale of alcohol. My concern is the additional impact that would result from changing these particular premises from predominantly daytime café use to a premises selling alcohol until 10.30pm and remaining open until 11.00pm.

There is already substantial availability of alcohol from other premises in the immediate area, and I ask the applicant to demonstrate why these significantly extended hours are appropriate for this particular location.

8. Council's licensing policy and the 10pm café benchmark

I understand that under Brighton & Hove City Council's current Statement of Licensing Policy and Matrix Approach, 10.00pm is the terminal hour identified for cafes in other areas.

The application seeks an alcohol terminal hour of 10.30pm, which is therefore beyond the Council's normal benchmark for a café.

I ask Brighton & Hove City Council to require the applicant to explain why an alcohol terminal hour beyond the normal 10.00pm café benchmark is appropriate in this particular location and what exceptional circumstances or additional safeguards justify the departure from the Matrix Approach.

This is particularly important given the residential nature of the surrounding area and the existing parking, traffic and nuisance concerns described above.

9. Previous planning history concerning the outside deck/seating

I also ask Brighton & Hove City Council to take into account the planning history of the premises concerning the external seating/deck area.

Previous planning permission relating to the external seating area at Intenso seems to include a specific restriction limiting its use by staff and customers to between 7.00am and 7.00pm. I appreciate that planning and licensing are separate regulatory regimes and I am not suggesting that the historic planning condition itself determines this licensing application. However, I believe the previous restriction is relevant background when assessing the potential impact of evening activity at these premises.

The fact that evening use of the external area has previously been specifically restricted is relevant to my concerns about noise and disturbance if alcohol is now permitted to be sold until 10.30pm.

I am particularly concerned that customers may use or congregates around the external area before leaving, creating noise and disturbance immediately outside neighbouring residential properties.

I therefore ask that any licence, if granted, contains clear and enforceable restrictions regarding the use of the external area, including an appropriate terminal hour.

10. Customer dispersal

I am particularly concerned about the period between 10.30pm and 11.00pm. Although alcohol sales would cease at 10.30pm, customers will still be leaving the premises and dispersing into the surrounding residential streets.

Given the existing parking restrictions, traffic problems, residential properties and the existing nuisance in the nearby **REDACTED**, I believe the applicant should provide clear and credible arrangements for customer dispersal. These should address how customers will be encouraged to leave quietly, how congregating outside the premises will be prevented, and how nuisance to neighbouring residents will be minimised.

11. Overall impact

I ask Brighton & Hove City Council to consider the application in the context of the existing conditions at this particular location, rather than considering the proposed additional hours in isolation.

The relevant factors include:

- The premises' current predominantly daytime operation.
- The proposed extension to alcohol sales until 10.30pm.
- The proposed closing time of 11.00pm.
- My home and other residents' homes **REDACTED**
- Other residential/social housing **REDACTED**
- The nearby West Hove Infant School.
- Restricted parking in the surrounding roads.
- Existing observations of vehicles parking on double yellow lines to access the premises.
- Existing traffic and congestion.
- The number of other premises already selling alcohol along Portland Road.
- The existing problem of people urinating in the nearby **REDACTED**
- The previous planning restriction limiting use of the external seating area to 7.00pm.

Taken together, I believe these circumstances give legitimate grounds for concern that the proposed extension could increase public nuisance, parking and traffic problems, anti-social behaviour and disturbance to neighbouring residents.

Request

For all of these reasons, I respectfully request that the application to permit the sale of alcohol until 10.30pm and the operation of the premises until 11.00pm is refused.

If Brighton & Hove City Council is nevertheless minded to grant an extension, I ask that it considers a substantially earlier terminal hour for alcohol sales and imposes appropriate, clear and enforceable conditions concerning:

- The hours during which alcohol may be sold.
- Use of the external seating/deck.
- Customer dispersal.
- Customers congregating outside.
- Noise.
- Litter.
- Parking and vehicle movements.
- Prevention of nuisance in the nearby **REDACTED**.
- Measures to minimise disturbance to neighbouring residential properties.

I would be grateful if this representation could be taken fully into account when determining the application.

REDACTED

Appendix D

Police Conditions for Intenso Espresso Bar, Portland Road – 11th August 2026

Restaurant Times: 10:00 - 23:00

Alcohol is supplied for consumption on the premises only

General:

1. Authorised staff employed by Sussex Police shall have free access to all parts of the licensed premises at all times licensable activity is taking place or when open to members of the public, for the purpose of inspection to ensure compliance with the terms and conditions of the premises licence and to ensure the promotion of the licensing objectives.
2. Alcohol will be served by waiter/waitress service for consumption by persons seated at tables and ancillary to a main table meal only. There will be no vertical drinking at any time.
3. Substantial hot and cold food shall be available at all times that alcohol is offered for sale on these premises.
4. Menus detailing the food available must be clearly on display within the premises at all times that alcohol is offered for sale.
5. There will be no sales of alcohol ‘off’ the premises under this licence including via delivery service.
6. 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:

7. 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 entrances/exits to the premises and the fridges/shelves where alcohol is stored. 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) 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. This can be via email - 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.

8. 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.

9. 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 8 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.

For the Prevention of Public Nuisance:

10. Provide signage at all exits and outdoor area used for smoking by staff and patrons
“Please respect the needs of local residents, including leaving quickly and quietly; do not disturb the neighbours”

11. That the placing of refuse, such as bottles into receptacles outside the premises takes place no later than 21-00hrs and no earlier than 07-00hrs.

12. Keep the premises and immediate vicinity free from litter at all times, including at close of trading.

For The Protection of Children from Harm:

13. 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.

Additionally, digital proof of age will be permitted when such a scheme has been approved by Government. Digital proof of age will only be permitted by way of a certified Digital Verification Service (DVS) to be listed on the statutory GOV.UK register.

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.

14. Signage advertising the ‘Challenge 25’ policy will be displayed in prominent locations in the premises.

15.

(a) The Premises Licence Holder / Management shall ensure that all staff members engaged or to be engaged in selling, serving or delivering 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, serving or delivering 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/refresher 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/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. These records will be retained for a minimum of twenty four (24) months.

16. 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.

Environmental Protection Conditions

We have agreed conditions to be put on any new premises licence should one be granted under Prevention of Public Nuisance:

1. No Noise shall emanate from the premises nor vibration be transmitted through the structure of the premises that gives rise to a nuisance.
2. Speakers shall not be located/operated in the entrance lobby or outside the premises.
3. Any music played inside the premises will be at background levels so as not to cause nuisance to neighbouring properties.

Appendix E

