

## **APPENDIX B**

### **M**

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

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

The application is for a Premises Licence to provide catering facilities within an office space operated by Regus under their sister company Spaces by a third party NSK Foods Limited. The facility has supervised access being used predominantly by those tenants of the office and their invitees. The provision of alcohol is ancillary to the refectory operation which currently exists and occasionally will be provided to the 6<sup>th</sup> floor roof terrace which is predominantly used as a relaxation and break out area for office staff. The Licence is sought to provide additional diversity within the food offer currently provided and to support corporate events occurring within the building and at the request of the office tenants. It is not anticipated that the licensing objectives will be adversely affected.

The above is provided by way of explanation and is not intended to be converted to conditions. Conditions are offered in respect of the general operation of the premises as follows.

1. The sale of intoxicating liquor on the ground floor shall be for consumption by persons seated at tables and there will be no vertical drinking.
2. When the bar/function area on the sixth floor is not manned by a member of staff all alcohol will be removed from sale and stored in the main deli on the ground floor.
3. Access to the premises will be restricted to members only who are in possession of a key fob or similar access device and their invited guests. All guests attending functions at the premises where alcohol will be served must be signed in and a record kept.

#### **b) The prevention of crime and disorder**

The applicant has undertaken a risk assessment in connection with the operation of the Licence in conjunction with the nature and style of the location and the following conditions are tendered:

1. There will be no overt advertising of the Licence facilities outside of the premises.
2. Off sales are restricted to other unlicensed parts of the building or those persons who work within the building.
3. The premises will operate Challenge 25.
4. Staff will have the benefit of induction training and refresher training, such training to be recorded and available to the Police or Officer of the Licensing Authority upon request.
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.
  - The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside the premises at all times.
  - CCTV footage will be stored for a minimum of 31 days
  - The DPS or Premises Licence Holder will facilitate full and immediate cooperation and technical assistance to the Police on liaison with Spaces Management staff to secure the release of CCTV footage as required for the prevention and detection of suspected or alleged crime.
  - The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy and regular requests will be made of Spaces to check that the system is recording time accurately.
  - Subject to Data Protection guidance and legislation, the DPS and/or Premises Licence Holder will request that the management of Spaces to 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.
  - Any breakdown or system failure will be notified to the police immediately & remedied as soon as practicable.
  - 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. 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 (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**

No further risks have been identified which need to be addressed.

**d) The prevention of public nuisance**

1. Notices will be displayed at the exit of the premises requesting customers to leave quietly and respect local residents.

**e) The protection of children from harm**

1. 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.

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

3. The Premises Licence Holder shall ensure that all staff members engaged or to be engaged, in selling alcohol at the premises shall receive the following induction training. This training will take place prior to the selling of such products:

\*The lawful selling of age restricted products

\*Refusing the sale of alcohol to a person who is drunk

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.

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.

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