



**HOVE POLICE STATION**

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6<sup>th</sup> October 2009

The Licensing Technical Support Officers  
Environmental Health  
Brighton & Hove City Council  
Bartholomew House  
Bartholomew Square  
BRIGHTON  
BN1 1JP

*100 additional  
to 190 total  
capacity*

Dear Sirs,

**Application for a new premises licence under the Licensing Act 2003 for Koba Bar and Club, 135 Western Road, Brighton, BN1 2LA**

Further to my representation of the 4<sup>th</sup> September 2009, I confirm that Sussex Police have today finalised and agreed new and revised conditions with Mr Doug Simmonds.

These are as follows:

**Prevention of crime and disorder**

Door Supervisors.

On Thursday, Friday and Saturday evenings there will be two door staff deployed at the venue from 2000 with another two door staff deployed from 2200 until close or 0800 the following morning. (whichever is the sooner).

On Sunday through to Wednesday inclusive, when a club night is in operation (DJs, dance music, live bands etc) there will be two door staff from 2200 until close or 0500

the following morning. (whichever is the sooner). When the premises are open Sunday through to Wednesday and there is no club night, the premises will carry out an internal risk assessment and will, where necessary, employ door supervisors on other nights of the week including for bank holidays, New Year's Eve etc., as appropriate.

The premises will contract for the provision of a recognised mobile support unit which will provide SIA qualified door supervisor back up 24 hours a day.

All door supervisors to be linked by radio. There will be clickers employed to monitor and control movement of patrons and ensure capacity limits are adhered to.

Door supervisors, ancillary provisions:

1. Records shall be maintained at the premises containing the full name, date of birth, and home address of every door supervisor employed.
2. On initial employment of the door supervisor, authentic proof of identity shall be obtained in the form of a passport, driver's licence or a birth certificate.
3. The record shall include all dates and times when a door supervisor is employed.
4. If staff are employed through an agency, the name and address of the agency must be included in the entry referring to the person employed by the agency.
5. Any such record must be in a form approved by the Licensing Authority. [In the event that no form is either issued or approved by the Licensing Authority, the management may draft their own form but this must contain all the information stipulated in this section].
6. The DPS (or in the absence of the DPS the person with delegated authority) will ensure door supervisors display their SIA badges at all times they are on duty.

## CCTV

Digital CCTV and appropriate recording equipment to be installed, operated and maintained throughout the premises externally and internally to cover all public areas with sufficient numbers of cameras as agreed with Sussex Police. CCTV footage will be stored for a minimum of 28 days, and the management will give full and immediate cooperation and technical assistance to the Police in the event that CCTV footage is requested 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 will be changed when British Summer Time starts and ends. [NB: Regarding the condition offered by the Applicant for CCTV, Sussex Police will visit the premise, offer the advice and then give a confirmation in writing that the installation is approved when it is completed to their satisfaction].

## Protection of children from harm

Please note that the 'challenge 25' condition offered in box e on page 20 of the original application is a key condition of the licence. It is not repeated again here and therefore could be omitted from the new licence in error.

No children under 18 will be permitted on the premises between 23:00 hrs and 0600 the following morning.

No under 18 discos or events aimed predominantly at the under 18s market will be held at the premises unless the following conditions are met:

Special Conditions required for under 18s events:

1. All under 18s nights must be formally notified to the Police Licensing Unit at John Street Police Station at least 28 days in advance.
2. The entire venue for the evening will be alcohol free and dedicated to the under 18s disco. Having one room or floor set aside for an underage disco, whilst having other rooms or floors open for adults and serving alcohol is not acceptable.
3. Additional SIA registered Door Staff to be employed for this event. This should be a ratio of 1 door person to every 50 children. This should include at least one male and one female member of door staff on the front door.
4. All prior marketing (internet, flyers, posters or radio etc) should make it clear in prominent writing what the permitted age of attendees is (both minimum and maximum ages permitted), and that persons under the age of 12 (for example) and 18 or over will not be granted entry. The permissible ages permitted should also be prominently printed on tickets. This will help to protect you as a responsible licensee against complaints etc. Any agent or promoter that sells tickets for your event over the phone should also be instructed to state on every sale the age range permitted before the ticket(s) are sold.
5. It will be a condition of entry that every person should agree to be searched, this includes their person as well as any bags carried and hand held metal detectors is suggested for quick searches for metal objects such as knives.
6. Persons entering should have proof of age, this is to reduce the likelihood of over 18s gaining entry (again this requirement should be clearly stated on tickets etc).
7. As a result of the above all aerosols, marker pens, alcohol and any item that could be used a weapon should be confiscated. It is also recommended that cigarettes be taken off persons of all ages as well as lighters and chewing gum.
8. Staff should be vigilant as to the arrival and departure of youths attending the event and must be aware of any undesirable persons loitering in the direct vicinity.
9. There should be AT ALL TIMES, throughout the event, be a qualified first aider on sight who is available straight away no matter what other duties they may have. It is suggested that consideration be given to have St Johns Ambulance or Red Cross in attendance during this event.
10. Storage facilities should be considered for the youths bags and coats so to reduce the chance for theft.

Accordingly I confirm that subject to the above new and revised conditions being added to the new licence, Sussex Police formerly withdraw their representation.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'David Bateup', with a long, sweeping horizontal stroke extending to the right.

David Bateup  
Licensing Officer  
Licensing Unit  
Brighton Police Station

cc: Mr Doug Simmonds for the applicant