

## 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)

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List here steps you will take to promote all four licensing objectives together.

Consideration of the Brighton & Hove City Council Licensing policy has been carried out to ensure the promotion of the four licensing objectives

1. No members of the public will be allowed on the premises
2. Drivers will await deliveries by waiting in an internal section of the premises until such time as a delivery is ordered. Staff on site will ensure that no excessive noise is created by the drivers when leaving, entering or smoking outside the Premises

b) The prevention of crime and disorder

3. A camera CCTV system is in place on the premises
4. The CCTV system shall continuously record whilst the premises is open for licensable activities. All recordings will be stored for a minimum of 31 days and can be accessed and downloaded immediately when requested by the police or other authorised officer
5. There will always be at least one person present whilst the premises is open who is able to operate and download images from the CCTV
6. An incident log shall be kept at the premises, and made available on request to the police or an authorised officer, which will record the following:

- a. Any complaints received
- b. Any faults in the CCTV system
- c. Any visit by a relevant authority or emergency service
- d. Any refusal of the sale of alcohol

c) Public safety:

7. The premises will be maintained in a safe manner at all times
8. All exits will be kept unobstructed, easy to open and clearly signed

d) The prevention of public nuisance

9. Notices will be displayed asking staff to leave the premises quietly and to have respect for local residents
10. Delivery of alcohol will be refused whereby the driver considers the person receiving the delivery to be under the influence of alcohol or drugs
11. No alcohol will be supplied to the public at the premises
12. All sales of alcohol for consumption off the premises shall be in sealed containers only and shall not be consumed on the premises

e) The protection of children from harm

13. When a delivery is to be carried out by an employed driver:

a. A Challenge 25 scheme shall be operated, whereby if supply of alcohol is to any person who appears to be under the age of 25 years of age, they will be required to produce on request an item which meets the mandatory age verification requirement and is either a:

- i. Proof of age card bearing the PASS Hologram;
- ii. Photocard driving licence;
- iii. Passport; or
- iv. Ministry of Defence Identity Card

b. All staff engaged in the sale or supply of alcohol on the premises shall have received training in relation to the protection of children from harm (including under-age sales), how to recognise drunkenness and the duty not to serve drunk persons. Refresher training shall be carried out at least every twelve months.

c. Training records shall be kept on the premises (or otherwise be accessible on the premises) for a minimum of 12 months and made immediately available to police, trading standards or licensing authority staff upon reasonable request

d. A refusals record shall be maintained at the premises which details all refusals to supply alcohol. Each entry shall, as a minimum, record the date and time of the refusal and the name of the staff member refusing the supply

14. Notwithstanding Conditions above; where third party couriers are employed for deliveries these third parties shall:

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maintain their own Challenge 25 Policies & age verification training

15. When using third party couriers, all consignments of alcohol will be dispatched through reputable couriers only