

Appendix D

Police Agreed Conditions

Proposed Conditions for Hove Park Community Café – 18th October 2023

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 and other beverages shall be for consumption by persons seated at tables and there will be no vertical drinking.
3. Substantial food shall be available at all times that alcohol is offered for sale on these premises.
4. Alcohol is ancillary to other hot and cold non-alcoholic beverages available on the premises.
5. At all times, food menus must be clearly displayed within the premises and include hot food options.
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.

Additional conditions as stated in original application or agreed with another Agency.

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 as well as any outside space. 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 or delay.
 - 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.
 - 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.
- a. An incident and refusals log will be maintained by the premises showing a detailed note of incidents and refusals that occur in the premises. The log will be inspected and signed off by the DPS (or a person with delegated authority) at intervals of no more than four (4) weeks.
 - b. 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.
 - c. Feedback shall be given to staff to ensure these are used on each occasion that a refusal or incident occurs at the premises.
 - d. Any refusals made for alcohol service e.g. underage, will be recorded and feedback given to staff as relevant. The log will be kept for a minimum of twenty four (24) months.

Additional conditions as stated in original application or agreed with another Agency

For Public Safety:

- 9. SIA licensed door supervisors shall be employed on any occasions when a requirement is identified by the licence holder's written risk assessment or requested by Sussex Police in writing at least 48 hours in advance. The written risk

assessment will be reviewed at least once every calendar year. The written risk assessment will take into account information or guidance offered by the police, and also taking into account busy periods such as Bank Holidays, Season Variations, City wide Events e.g. Pride and local events e.g. within Hove Park. The written risk assessment will be available on the premises for inspection by police and authorised officers of the Licensing Authority.

10. Unless earlier as covered by condition 4, the outside trading area to the front and side of the premises will be fully cleared of all moveable furniture and closed to customers at 22:00pm.

11. The outside areas shall be monitored and regularly cleared of glasses and bottles.

Additional conditions as stated in original application or agreed with another Agency.

For the Prevention of Public Nuisance:

As stated in original application or agreed with Environmental Protection

For the Protection of Children from Harm:

- 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 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
 - 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.
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, biometric residence permit cards 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.
14. Signage advertising the 'Challenge 25' policy will be displayed in prominent locations in the premises.

15. 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.

Additional conditions as stated in original application or agreed with another Agency.

Environmental Protection Agreed Conditions

From: REDACTED

Sent: Friday, November 10, 2023 8:57 AM

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

Cc: REDACTED

Subject: FW: New Premises Licence- Hove Park Community Cafe

Morning,

Please see email chain below from the agent with regards to the new premises licence for Hove Park Community Café.

The proposed conditions I put forward have been agreed by the applicant which are:

1. No glass or bottles shall be delivered, collected or placed outside except between the hours of 7am -7pm.
2. Staff should regularly supervise the outdoor area to ensure there is no nuisance to neighbours.

With these conditions to be added the Environmental Protection team would like to therefore formally withdraw their representation on this application.

Many thanks

REDACTED

Environmental Protection Officer

REDACTED