

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. The primary activity of the premises will be an indoor golf centre with ancillary bar and food service.
b) The prevention of crime and disorder 1. On Fridays and Saturdays, SIA registered door supervisors will operate on the premises from 21.00 and the number will be risk assessed by the premises licence holder. 2. Records shall be maintained at the premises containing the full name, date of birth and home address of every door supervisor. The records shall include all times and dates when a door supervisor is employed. 3. The name and address of the agency through which door staff are employed must be included in the entry referring to the person concerned. 4. The management shall ensure door supervisors display a name badge and carry proof of their SIA licence. 5. CCTV: 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 Data Protection 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 being seized as evidence as part of a criminal investigation by Sussex Police, the premises will be expected to install a replacement hard drive or a temporary replacement drive as soon as practicable.
6. The management and premises will have an absolute Zero Tolerance Policy in respect of drugs, with notices advising customers of this clearly displayed at the entrance. Any illegal drugs seized will be documented as required by the Police and stored in a secure "drugs box", and periodically the management will request the Police to come and remove all such drugs for destruction.
7. Crime prevention and security measures shall be instigated throughout the premises following consultation with Sussex Police, as reasonably required.

8. The management of the premises will meet with the Police to discuss the safe and proper management of the premises on minimum three monthly basis, unless the Police confirm in any one quarter that such a meeting is not necessary.

9. The premises will become a member of the BCRP or similar scheme approved by the Licensing Authority that operates with radios and uses the Nightsafe & Yellow Card Scheme or similar reporting scheme.

10. Save for sales of bottled beers and bottles of wine and champagne, shatterproof drinking receptacles will be provided where practicable.

11. An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises. An incident will be defined as being one which involves an allegation of a criminal offence.

12. The log will be inspected and signed off by the DPS (or a person with delegated authority) at least once a month.

13. 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.

14. Any refusals made for alcohol service e.g. underage or drunkenness, will also be recorded (either in electronic or written form) and feedback given to staff as relevant.

15. The log will be kept for a minimum of twenty four (24) months.

16. 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

Refusing the sale of alcohol for consumption off the premises to people who may have alcohol dependency issues.

17. 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.

18. 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.

c) Public safety

19. When the DPS is not on site, there will be a control document held and maintained on site, which will state who is in effective control and management of the premises in the absence of the DPS. Other persons in control and management of the premises will ideally be Personal Licence Holders, and will be fully competent in licensing matters, health and safety and emergency evacuation measures.

d) The prevention of public nuisance

20. Any sound limiting device installed at the premises (at the discretion of the Premises Licence Holder depending on the nature of the entertainment provided) shall be maintained in good working order at the level set by the Council Officers.

21. Prominent and clear notices will be displayed at the exits requesting customers to respect the needs of local residents and to leave the premises and the area quickly.

e) The protection of children from harm

22. 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.

23. Signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises.

24. Under 18s will not be permitted on the premises after 21.00. A clear notice shall be displayed at the entrance to the premises stating that under 18s are not permitted after this time.

Continued from previous page...

25. The Premises Licence Holder shall operate a policy that no more than 20 customers be permitted to smoke outside the premises at any one time.

26. The Premises Licence Holder shall ensure that the placing of refuse, such as bottles, into receptacles outside the premises does not take place between the hours of midnight and 07:00 hours.

