

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.
The Applicant will operate their business in a responsible manner and actively promote the Licensing Objectives at all times. The business will operate as a cafe bar with service by dine in, including at the outside tables and chairs, customer collection and home deliveries. The premises is not located within the City Council's cumulative impact zone or special policy area.
b) The prevention of crime and disorder
1) a) The premises licence holder shall ensure that a CCTV system is installed in the premises of a standard acceptable to Sussex Police. The system shall be maintained in good working order & fully operational covering all internal areas of the premises to which the public have access and the outside tables and chairs. All entry and exit points shall be covered enabling frontal identification (full head and shoulders images), of every person entering the premises in any light condition to an evidential standard. b) All staff shall be fully trained in the operation of the CCTV system including the ability to download screenshots and images for Police or Authorised Officers on request. A minimum of one such member of staff fully trained in the operation of the CCTV system shall be on duty at all times that the premises are open to the public. c) The CCTV system shall have the capability to either download footage onto a disk or memory stick. The footage of the CCTV system shall be retained for a minimum period of 31 days before re-writing itself with the correct date and time showing. Screenshots and CCTV footage shall be made available to Police or Authorised Officers immediately upon request provided that it is requested further to the prevention or detection of crime and disorder. d) If the CCTV system is faulty the premises licence holder shall notify the Licensing Authority and Police Licensing Team as soon as possible and get the fault rectified as soon as practicable. e) The premises licence holder shall ensure that a log is kept with the details & the dates of all work / repairs carried out on the CCTV system including the name and phone number of the engineer. f) On a minimum daily basis, the premises licence holder / DPS shall check that the CCTV system is operational and the date and time stamp are correctly set and on a minimum of a weekly basis, check that the CCTV system is also correctly recording images for a minimum of 31 days and that screenshots and footage can be correctly downloaded. Details of these checks shall be recorded in the appropriate section of the Incident Book. 2) The premises shall operate as a café bar where the sale of alcohol in the premises or at the outside tables & chairs shall only be made by staff to seated customers. No vertical drinking or drinking at the serveries shall be permitted. 3) No off sales shall be permitted from the premises or outside tables and chairs except in sealed containers to customers collecting a substantial order of food or for delivery to a genuine residential or business address with a substantial order of food. 4) No glasses, bottles, or drinks shall be removed from the premises or outside tables & chairs at any time except for off sales of alcohol as permitted under condition 3). 5) Only toughened glasses shall be used at the outside tables and chairs and all bottles of alcohol shall be decanted. No bottles of alcohol shall be allowed to be removed from the premises at any time. 6) The area for the outside tables and chairs shall be clearly delineated by a rope barrier or similar arrangement. 7) An Incident Book shall be kept at the premises for at least 12 months, and made available on request to Police Officers or Authorised Officers which will record the following: (a) all crimes reported to the premises, or by the premises to Police. (b) all ejections of patrons. (c) any incidents of disorder. (d) complaints received and the outcome. (e) any seizure of drugs or offensive weapons. (f) any failures or faults with the CCTV system. g) Any visits by Police or other Emergency Services. Where Police are called the CAD number shall be obtained and recorded in the Incident Book. 8) All staff shall be trained on induction and given refresher training at six monthly intervals for their role, including in the operation of the CCTV system & downloading images & the operation of Challenge 25. Training shall include identifying persons under 25, making a challenge, acceptable proof of age and checking it, making and recording a refusal, avoiding sales to intoxicated persons or those under the influence of illegal drugs, avoiding proxy sales, avoiding conflict, responsible alcohol retailing and safeguarding children, vulnerable people, girls & women. Written training records shall be kept for each member of staff and produced to Police or Authorised Officers on request.

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9) Relevant notices shall be prominently displayed by the entry/ exit door and behind the serveries (as appropriate) advising customers:

- a) That CCTV & Challenge 25 are in operation.
- b) Advising customers of the provisions of The Licensing Act regarding underage and proxy sales.
- c) Of the permitted hours for licensable activities, last order times & the opening times of the premises.
- d) That no drinks, bottles or glasses shall be removed from the premises or outside tables and chairs at any time. One such notice shall be placed by the exit from the outside area.
- e) That no bottles shall be taken to the outside tables and chairs.
- f) That there is a Public Spaces Protection Order in place covering all of the City Council area including Stoneham Park prohibiting the consumption of alcohol in any public place including the street and parks.
- g) That no off sales of alcohol shall be permitted from the premises except with customer collections of a substantial food order & home deliveries of a substantial food order.
- h) To respect residents and leave the premises and vicinity quietly and not to loiter outside the premises.
- i) That no more than four customers at a time shall be permitted in the smoking area outside the premises.

9) Staff shall ensure that customers do not take any bottles, glasses or drinks from the premises or outside tables and chairs (except as permitted under condition 3) when departing and monitor the frontage by CCTV to ensure customers comply.

Alcohol & Food Collections & Deliveries

10) Off sales of alcohol shall only be ordered by & collected by or delivered to a person ordering a substantive meal. Customers placing orders for delivery shall be asked to confirm that they are over 18 when placing the order. A valid residential or business address shall be provided at the time of ordering for deliveries.

11) A maximum of eight (8) cans / bottles of beer and or two (2) bottles of wine shall be delivered to any address per order.

12) Alcohol for delivery shall only be delivered to the residential or business address given at the time of order. No alcohol shall be delivered to any person in a park, street, vehicle or open place.

13) Home deliveries of alcohol shall only be made by delivery companies with an age verification policy in place, a copy of which shall be provided to the premises licence holder or by the restaurant's own trained drivers.

14) Drivers or riders shall be asked to turn off their engines and wait in the premises between orders. All drivers / riders making deliveries shall turn off their engines, not play loud music & keep noise to a minimum outside the premises and at delivery addresses.

c) Public safety

A Fire Risk Assessment and Emergency Plan shall be prepared and regularly reviewed. All staff shall receive appropriate fire safety training and refresher training.

d) The prevention of public nuisance

1) Relevant notices shall be clearly displayed by the entry / exit door and behind the serveries as appropriate. (See Box B Condition 9 for full details.)

2) Management and staff shall proactively monitor customer behaviour outside the premises both by monitoring the CCTV system & physical checks and ensure that customers do not remove glasses, bottles or alcoholic drinks from the premises or from the outside tables and chairs.

3) The outside of the premises shall be kept tidy at all times and shall be swept at close.

4) No deliveries shall be received or removal of rubbish especially glass take place between 20.00 and 09.00 daily.

e) The protection of children from harm

1) Relevant notices shall be clearly displayed by the entry / exit door and behind the serveries as appropriate. (See Box B Condition 9 for full details.)

2) The Challenge 25 proof of age policy shall be operated and only a photographic driving licence, a valid passport, a valid UK Armed Forces photographic identity card or a Home Office approved proof of age card with the PASS hologram on it shall be accepted as proof of age.

3) Refusals of the sale of alcohol shall be recorded in the appropriate section of the Incident Book.

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4) All staff shall be fully trained for their role on induction and be given refresher training at minimum intervals of six months thereafter. (See Box B Condition 8 for full details.)

5) Unless an EPOS till system will be used a manual till prompt shall be displayed by each till to remind staff to check proof of age where appropriate.