

## Appendix A

**M** Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)**

See below

**b) The prevention of crime and disorder**

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.

4. The provision of alcohol at the premises shall be ancillary to the premises operating as a grassroots music venue.

5. The premises and its management/DPS will be a member of the Music Venue Trust (or other similar body should the MVT cease to exist).

6. The premises and its management/DPS will be a member of the local Brighton Music Venue Alliance and will attend (or send a representative) all 'roundtable' / quarterly meetings organised by them for members.

7. The performance of live music will only take place in the upstairs area (first floor) of the premises.

8. The upstairs will be closed to members of the public 30 minutes after the end of any live performance on Sunday – Thursday and 60 minutes after the end of any live performance on Friday – Saturday.

9. The premises will employ one (1) SIA registered door supervisor from 22:00hrs until close on a Friday and Saturday night.

10. The premises / management will contract the back-up services of an approved Mobile Support Unit (MSU) 24 hours a day, with a minimum of 2 SIA registered Door Supervisors operating from it. A copy of the MSU contract will be retained at the premises and made available for immediate inspection

upon request by Sussex Police or Council Officials. The MSU will be accredited by the Brighton Business Crime Reduction Partnership (BCRP) or other similar organisation approved by Sussex Police should the BCRP not be in existence.

11. A documented risk assessment must be produced by the premises which identifies the activities undertaken at the premises and the controls necessary to promote the licensing objectives. It will include a written assessment demonstrating what considerations have been made for both normal day to day activities and any special events or functions which may arise during the year. This document shall be immediately available for inspection by the Police and the Licensing Authority, upon request and reviewed every 12 months. The written risk assessment will include:

a) Any other times when SIA trained and licenced door supervisors shall be employed e.g. on occasions when a requirement is identified by the licence holders written risk assessment or requested by Sussex Police (in writing at least 48 hours in advance).

b) What considerations have been made by the licence holder regarding any additional special events e.g. music festivals, public holidays, seasonal variations and other events which may arise in the city during the year e.g. Pride.

c) The use of glassware versus shatterproof or polycarbonate drinking vessels and the supply of glass bottles to customers.

12. The premises licence holder and management will have in place an operations manual detailing policies and training, a copy of which will be kept on the premises and available at all times for inspection by authorised officers of the Police and the Local Authority. The operations manual acknowledges the good practice and both legal and social responsibilities of the licence holder and will document the management structure as well as who the DPS has authorised to make sales of alcohol within the premises.

13. 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 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) 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, delay or charge.

(g) Any breakdown or system failure will be notified to the police immediately and remedied as soon as practicable. This can be via email -

brighton.licensing@sussex.police.uk. Repair records /invoices shall be kept on site for at least 12 months and be readily available to be viewed by all authorised person upon request.

(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.

14. The premises will become a member of the Business Crime Reduction Partnership (BCRP) or similar scheme approved by the Licensing Authority. The scheme must operate, subject to local coverage, radios and additionally an exclusion/banning scheme of named individuals within both the day and night time economy.

15. The management and premises will have an absolute zero tolerance policy towards drugs and drug misuse. Any illegal drugs seized or found will be documented and stored in a lockable 'drugs box'. Management will contact police once a month to inform them of any drug seizures and request the drugs are collected. This contact will take place even if there have been no seizures that month.

16. Individuals found to have drugs in their possession will be banned from the premises.

17. Regular checks of all toilets will take place on every day that the premises remains open for business. These checks will be documented and records made available on request to Sussex Police and authorised officers of the local authority.

### **c) Public safety**

18. No glass/bottles will be permitted on the front outside seating areas at any time.

19. No drinks will be allowed outside the premises after 23:00 hours.

20. An incident log shall be kept at the premises and must be completed within 24 hours of the incident. It will record the following:

- a. all crimes reported to the venue
- b. all ejections of patrons
- c. any complaints received concerning crime and disorder
- d. any incidents of disorder
- e. all seizures of drugs or offensive weapons

f. any faults in the CCTV system, searching equipment or scanning equipment g. any refusal of the sale of alcohol including, date, time, reason e.g. underage and name of staff member  
h. any visit by a relevant authority or emergency service.

21. The incident log will:

- a) be inspected and signed off by the DPS (or a person with delegated authority) at intervals of no more than four (4) weeks.
- b) 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 or as listed in the above condition.
- c) be used to give feedback to staff to ensure that the log is used on each occasion that a refusal, ejection or incident occurs at the premises and to identify any patterns or trends.
- d) be kept for a minimum of twenty-four (24) months.

22. The external seating area will be defined and cordoned off by a physical barrier e.g. planters, to be in use all the time the premises is open. This will provide a barrier, restrict access from the pavement directly into that area and ensure there is only one entrance to the outside area.

23. Customers will not be permitted to take drinks beyond the delineated external seating area onto the pavement and road.

24. The external seating area must be checked and tables cleared once customers have finished. The area must be regularly monitored, at least every 30 minutes during licensable hours and all furniture is to be cleared at close of business.

#### **d) The prevention of public nuisance**

25. Windows and doors to be kept shut during the performance of live music.

26. Staff must ensure that customers leaving the premises leave in a quiet and orderly manner.

27. Signs to be put up asking customers to respect local residents when leaving. 28. Outdoor lights to be maintained in good working order.

29. A written sound management plan will be adhered to at all times live music is being performed at the premises. A copy of this plan is to be maintained/kept at the premises and will be reviewed every 12 months for suitability. The sound management plan shall be made available to Sussex Police, officers of the local authority and officers from the Trading Standards team upon request.

#### **e) The protection of children from harm**

30. Children under the age of eighteen will only be permitted on the premises before 23:00 when accompanied by an adult e.g. someone over eighteen years of age.

31. No children under the age of eighteen will be permitted to remain on the premises after 23:00.

32. 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.

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

34. (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
- Refusing the sale of alcohol for consumption off the premises to people who may have alcohol dependency issues

(b) Further verbal reinforcement/refreshers 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.

(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.

35. All staff are to receive training in line with the operations manual detailed in Condition 12 above as well as the Sound Management Plan.