

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)
<p>The Applicant shall operate their cafe bar in a responsible way and actively promote the Licensing Objectives at all times. On sales of alcohol shall be available to seated customers with or without food with all service by staff with a food offer available. Off sales of alcohol shall be available for customer collection or home delivery with a substantial food order. The premises is not located in the CIA but is within the Brighton Special Stress Area. The Applicant has requested trading hours that are within those traditionally enjoyed by cafe bars and are not excessive. A full list of robust conditions have been offered to ensure the Licensing Objectives are fully promoted and that the business does not increase the problems in the SSA.</p>
b) The prevention of crime and disorder
<p>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 and external areas of the premises to which the public have access. 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.</p> <p>b) All staff shall be fully trained in the operation of the CCTV system including the ability to download screenshots and CCTV footage 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.</p> <p>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.</p> <p>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.</p> <p>e) The premises licence holder shall ensure that a log is kept in the Incident Book with the dates & the details of all work / repairs carried out on the CCTV system including the name and phone number of the engineer.</p> <p>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.</p> <p>2) The sale of alcohol for consumption on the premises shall only be by waiting staff to seated customers. No vertical drinking including at the bar / servery shall be permitted.</p> <p>3)a) Off sales of alcohol shall only be permitted to accompany a substantial order of food for customer collection or home delivery and shall be limited to 8 (eight) cans or bottles of beer, lager or cider and or 2 (two) bottles of wine per order.</p> <p>3b) No glasses, bottles, or drinks shall be removed from the premises, including the external tables & chairs, at any time except as permitted under conditions 3) or 4).</p> <p>4) Customers shall be permitted to take home a part consumed bottle of wine provided it is corked or otherwise sealed.</p> <p>5) 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 shall record the following:</p> <p>(a) all crimes reported to the premises, or by the premises to Police;</p> <p>(b) all ejections of patrons,</p> <p>(c) any incidents of disorder,</p> <p>(d) any complaints received and the outcome,</p> <p>(e) any seizure of drugs or offensive weapons,</p> <p>(f) any failures or faults with the CCTV system as required by condition 1)e),</p> <p>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.</p> <p>6) Front of house staff shall be trained on induction and given refresher training at a minimum of six monthly intervals for their role, including in the operation of the CCTV system & downloading screenshots & 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, preventing drink spiking, the Dispersal Policy and safeguarding children, vulnerable people, girls & women including WAVE Training where available. Written training records shall be kept</p>

<p>for each member of staff.</p> <p>7) Relevant Notices shall be prominently displayed by the entry/ exit door and bar / servery (as appropriate) advising customers:</p> <p>a) That CCTV & Challenge 25 are in operation;</p> <p>b) Advising customers of the provisions of The Licensing Act regarding underage and proxy sales;</p> <p>c) Of the permitted hours for licensable activities, last order times & the opening times of the premises;</p> <p>d) That no drinks, bottles or glasses shall be removed from the premises (except as permitted under conditions 3 & 4);</p> <p>e) To respect residents and leave the premises & vicinity quietly and quickly, not to drink or loiter outside the premises and not to talk loudly when outside;</p> <p>f) That no more than six (6) smokers at a time shall be permitted in the smoking area outside the premises at any time.</p> <p>8) From the end of permitted licensed hours and throughout the consumption period and until all customers have left the premises, the member of staff tasked for the purpose shall take a proactive role and stand on the exit door asking customers to leave the premises and area quietly and as quickly as possible. The nominated Staff Member shall ensure that customers do not take any bottles, glasses or drinks from the premises when departing (except as permitted under conditions 3 & 4) and monitor the frontage to ensure people do not loiter outside. (See also Condition 10) below.)</p> <p>9) The premises licence holder or DPS shall undertake an ongoing daily risk assessment, taking into account any local events taking place or advice received from Sussex Police to identify adequate staffing levels & any need for SIA Licensed Door Supervisors to be in attendance.</p> <p>10) Only toughened glasses, polycarbon glasses or plastic glasses shall be used at the outside tables & chairs.</p>
<p>c) Public safety</p> <p>A Fire Risk Assessment & Emergency Plan shall be prepared & regularly reviewed. All staff shall receive appropriate fire safety training.</p>
<p>d) The prevention of public nuisance</p> <p>1) Relevant Notices shall be prominently displayed by the entry / exit door and bar / servery as appropriate – (see section B Prevention of Crime & Disorder Condition 7 for full details).</p> <p>2) No deliveries shall be received or rubbish including bottles or glass removed from the premises between 20.00 & 07.00.</p> <p>3) Doors and windows shall be kept closed during musical entertainment except for entry and egress.</p> <p>4) No music shall be audible at the boundary of any noise sensitive premises.</p> <p>5) The area outside of the premises shall be kept tidy at all times and be swept at close.</p> <p>6) A phone number shall be prominently displayed for residents to contact the business with any concerns. Details of any complaints received & actions taken by the management shall be included in the Incident Book.</p> <p>7) Staff shall ensure that no more than six (6) customers go outside the premises to smoke at any time and that they do not take drinks, bottles or glasses outside. (See also Section B Condition 10.)</p> <p>8) A Dispersal Policy shall be prepared and regularly reviewed. The provisions of the Dispersal Policy shall be included in staff training and staff shall be tasked to implement it.</p>
<p>e) The protection of children from harm</p> <p>1) Relevant Notices shall be prominently displayed by the entry / exit door and bar / servery as appropriate – (see section B Prevention of Crime & Disorder Condition 7 for full details).</p> <p>2) The premises shall implement a "Challenge 25" policy whereby all customers who appear to be under 25 shall produce credible photographic identification in the form of a passport, photographic driving licence, UK Armed Forces identity card or Proof of Age Scheme (P.A.S.S) card with the PASS hologram on it before alcohol can be purchased.</p> <p>3) A written refusals record shall be kept as part of the Incident Book detailing all refused sales of alcohol. The refusals record shall include the date and time of the refused sale, brief description of the customer & what they attempted to purchase, the reason for refusal and the name of the member of staff who refused the sale. The Incident Book shall be available for inspection at the premises by the Police or Authorised Officers at all times whilst the premises is open.</p> <p>4) No unaccompanied children under 16 shall be permitted on the premises after 20.00.</p> <p>5) No child or young person under 18 shall be permitted to consume alcohol on the premises at any time.</p>

Dispersal Policy

Loro`s Café, 66/68 Lewes Road, Brighton, BN12 3HZ

1) It is recognised by the Premises Licence Holder that during permitted licensed hours it is vital that the Licence hours and conditions are strictly observed. The management & staff, including SIA Licensed Door Supervisors when on duty, must work in close liaison with each other to achieve this.

2) An A4 size notice shall be prominently displayed by the exit door(s) reminding customers to respect nearby residents, to leave the premises and area quietly and as quickly as possible, not to take drinks, bottles or glasses outside Loro`s Cafe at any time and not to loiter outside the premises or in the area.

3) From the end of permitted licensed hours, throughout the consumption period and until all customers have left Loro`s Cafe, staff, including SIA Licensed Door Supervisors when on duty, shall politely encourage customers to leave Loro`s Cafe and make their way home.

4) From the end of permitted licensed hours and throughout the consumption period and until all customers have left the premises, the member of staff tasked for the purpose, including SIA Licensed Door Supervisors when on duty, shall take a proactive role and stand on the exit door(s) asking customers to leave the premises quietly and as quickly as possible. The nominated Staff Member shall ensure that customers do not take any bottles, glasses or drinks from the premises when departing and monitor the frontage to ensure people do not loiter outside.

5) Staff, including SIA Licensed Door Supervisors when on duty, shall monitor the outside of Loro`s Cafe by CCTV and physical checks to ensure that customers outside smoking do not make excessive noise, that a maximum of 6(six) smokers are allowed outside smoking at any time and to ensure that bottles, glasses or drinks are not permitted to be taken outside the premises at any time.

6) A notice shall be displayed by the exit door(s) advising customers that no more than 6 (six) smokers shall be permitted outside at any one time

7) A notice shall be displayed in Loro`s Cafe and by the exit door(s) advising customers that staff will call a cab for anyone wanting one and if it is within permitted opening hours, the customer(s) should be asked to remain inside the premises pending the arrival of the cab.

The cab firm shall be asked to instruct their drivers to ring Loro`s Cafe or their passenger(s) on arrival or go into the premises to notify their passenger(s) of their arrival and not sit outside playing loud music or blowing their horns.

(Customers shall of course also be capable of calling a cab from Uber or Bolt and if within permitted opening hours, the customer(s) should be asked to remain inside the premises pending the arrival of the cab.)

8) A notice shall be prominently displayed by the exit door(s) reminding customers who drove to Loro`s Cafe to respect residents and not to bang car doors, play loud music, rev engines or blow horns.

9) The member of staff tasked for the purpose, including SIA Licensed Door Supervisors when on duty, shall proactively implement the Dispersal Policy, aid in the dispersal of customers from the premises and area from the terminal hour and throughout the closing period until all customers have left the premises and area. They should politely ask anyone who lingers to leave the area quietly & as quickly as possible.

10) Staff, including SIA Licensed Door Supervisors when on duty, monitoring departing customers should monitor their behaviour when outside to ensure that customers do not endanger themselves or other road users when crossing the nearby roads.

11) The nominated member of staff, including SIA Licensed Door Supervisors when on duty, should direct customers away from residential properties towards nearby bus stops.

Signed for Loro`s Cafe

Date 07/06/25

Drafted by Graham Hopkins

GT Licensing Consultant