

Appendix A

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Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

The DPS shall produce a written list of all staff members who are authorised to sell alcohol on behalf of the DPS. This list shall have the staff members name, the signature of the staff member and the authorisation date.

All off sales to be made in sealed containers for consumption away from the premises.

b) The prevention of crime and disorder

The premises shall operate and maintain a digital colour CCTV system. The CCTV system shall continually record whilst the premises are open for licensable activities and all recordings shall be kept for 31 days.

The CCTV system shall display the correct date and time of the recording on any footage,

The CCTV system shall be capable of obtaining clear images of every person entering or leaving the premises with further CCTV cameras covering the internal areas stipulated on the premises plan.

A staff member who is conversant with the operation of the CCTV system shall always be available at the premises whilst the premises are open to the public. CCTV footage shall be made available for viewing upon request the Police and any authorised Officers from Brighton & Hove City Council.

CCTV footage shall be provided on either removable media (i.e., USB, hard drive, CD etc..) or via digital transfer within 24 hours of request by Police and any authorised Officers from Brighton & Hove City Council.

Signage stating that CCTV is in operation shall be clearly and prominently displayed at the premises.

An incident log shall be kept at the premises and made available for inspection on request to an authorised officer of Brighton & Hove City Council or the Police, which shall record the following:

- a. any incidents of crime and disorder.
- b. any ejections from the premises.
- c. any complaints received.
- d. any faults in the CCTV system
- e. any visit by a relevant authority or emergency service.

Any entries into the log shall be made within 12 hours of any incident and shall contain the time/date of the incident, the nature of the incident, a description of the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident.

Staff training shall be undertaken by all members of staff involved with licensable activities at the premises. Additionally, all staff shall undergo refresher training every 12 months which shall also be recorded. Staff training shall include the following topics:

- a. age verification policy.

- b. refusals and conflict management
- c. CCTV operation (If deemed appropriate by management)
- d. permitted hours and relevant conditions.
- e. Ask for Angela scheme (any other similar initiative)

Training records shall include the time/date of the training, staff members name, training topic and must be signed off by the relevant staff member and the respective premises licence holder/designated premises supervisor/duty manager. A copy of staff training shall be available upon request by Police and authorised officers from Brighton & Hove City Council.

Ask for Angela (any other similar initiative) posters shall be displayed at the premises to raise awareness for customers.

The premises will not show any live sport.

c) Public safety

All entry and exit points (including fire exits) shall be free from any obstructions.

d) The prevention of public nuisance

Clear and legible signage shall be prominently displayed at the exit and immediately outside the front of the premises advising patrons to respect the needs of local residents and to keep noise to a minimum.

Customers shall not be permitted to take their drinks outside the front of the premises after 21:00. Clear and legible signage shall be prominently displayed at the front of the premises advising customers of this provision.

The placing of bottles into receptacles outside the building shall not be permitted between 23.00hrs hours and 07.00 hours.

e) The protection of children from harm

A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport, or proof of age card with the PASS Hologram.

A Challenge 25 notice shall be conspicuously displayed at the point of sale.

A logbook shall be kept recording all refused sales of alcohol. The log shall contain the time/date of the refusal, a description of the customer, the name of the staff member who refused the sale, the reason the sale was refused and any other relevant observation. The refusals register shall be made available for inspection upon request of an authorised officer of Brighton & Hove City Council and the Police.

No children under the age of 18 shall be allowed on the premises unless accompanied by a responsible adult. After 20:00, there shall be no children permitted at the premises at all.