

Sussex Police Proposed Conditions for Brighton College Agreed by Applicant – 18th August 2025

Retain

New/Amended

~~Remove~~

Annex 2 - Conditions consistent with the Operating Schedule:

General:

1. Authorised staff employed by Sussex Police in the role of licensing officer shall have the right of access to the licensed premises during hours of operation for the purpose of inspection of the premises and premises records in order to ensure the promotion of the licensing objectives.
2. Only Brighton College (Reg No: 307061) can carry out licensable activities at the premises.
3. All events (including those with an external premises user) will be run by the Brighton College performing arts team and security team with a gold, silver and bronze level of oversight and decision making.
4. For any performances, the bar will only be open for the sale of alcoholic drinks during the pre-performance period and during the interval. There will be no post-performance sales of alcohol.

For the prevention of crime and disorder:

~~To continue to provide security and CCTV on site 7 days a week in close liaison with the Sussex Police.~~

5. 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.
6. An incident log shall be kept at the premises and must be completed within 24 hours of the incident. It can be in paper or electronic form and will record the following:
- a) all crimes reported to the venue
 - b) any refusals made of alcohol service e.g. underage, intoxication
 - c) all ejections of patrons
 - d) any complaints received concerning crime and disorder
 - e) any incidents of disorder
 - f) all seizures of drugs or offensive weapons
 - g) any visit by a relevant authority or emergency service.
7. The incident log will:
- a) be inspected and signed off by the DPS (or a person with delegated authority) at least once a fortnight.
 - 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 condition 7 above.
 - b) 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.
 - c) be kept for a minimum of twenty four (24) months.
8. A documented risk assessment must be produced by the premises and agreed by Sussex Police, 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) When SIA trained and licenced door supervisors shall be employed on occasions when a requirement is identified by the licence holders written risk assessment or requested by Sussex Police in writing with a minimum of 48 hours notice.
 - b) When it is appropriate for the premises to employ a mobile support unit (MSU) operated by ISA registered door staff. In the event that a MSU is contracted, the management will contract the back-up services of an approved 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.

- c) What considerations have been made by the licence holder regarding any additional special events which may arise in the city during the year.
- d) The use of glassware versus shatterproof or polycarbonate drinking vessels and the supply of glass bottles to customers.

For the Front Quad:

For any public event in this area stewards will be present throughout to ensure that only ticket holders and invited guests are permitted. Any event to be ticketed or maximum numbers agreed by College Health and Safety Manager in advance, dependent on the event.

For public safety:

To ensure maximum numbers are never exceeded.

To carry out health and safety risk assessments and fire checks before all events.

The equipment and the public area will be regularly inspected to ensure safety including fire appliances and electrical appliances should be PAT tested.

For the Front Quad:

The emergency evacuation procedure will comply with current systems in place using existing routes. The Front Quad is open air with clear exits onto Eastern Road and Sutherland Road.

For the prevention of public nuisance:

The level of music will be monitored by staff throughout event..

The windows and doors will be kept closed while music is being played.

Customers will be asked to leave the premises quietly.

For the protection of children from harm:

~~All staff will be instructed to check to check the age of any customer who appears to be under 18 and proof of age will then be required when supplying alcohol.~~

- 9.
 - a) The Premises Licence Holder / Management shall ensure that all staff members engaged or to be engaged in selling, serving or delivering alcohol shall receive induction training. If this training is to be conducted in electronic form, it will at a minimum also include a face-to-face discussion session. This training will take place prior to the selling, serving or delivering of such products and will include:

- ❖ The lawful selling of age restricted products – including but not limited to, the requirement of the staff member conducting the transaction to ensure they carry out Challenge 25 checks regardless of any other staff member checks that may already have taken place
 - ❖ Identifying if a person may be intoxicated and refusal of sale
 - ❖ Vulnerability initiatives and how to respond to potential drink spiking
- b) 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.
- 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. These records will be retained for a minimum of twenty four (24) months.
10. 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 license 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.
11. Signage advertising the 'Challenge 25' policy will be displayed in prominent locations in the premises.
12. A list of staff members who are authorised to sell alcohol on the premises shall be kept. This shall be endorsed by the DPS with the date such authorisation commences.

Staff, governors and parent volunteers are checked for CRB clearance.

Agreed Conditions Between Environmental Protection and Applicant 24th July 2025

1. A dedicated contact number or email address should be made available to local residents for reporting any disturbances or concerns during events.
2. Staff should be assigned to monitor and manage the dispersal of guests at the end of events to ensure they leave the premises and surrounding area quietly and respectfully.

