

APPENDIX C

Environmental Protection Agreed Conditions with Applicant 28th July 2025

On Mon, Jul 28, 2025 at 7:17 AM Emma Grant <Emma.Grant@brighton-hove.gov.uk> wrote:

Hello Nathan

I am commenting on behalf of the Environmental Protection team and not as a licensing officer. I note that you agree the amended wording to the proposed conditions under the Prevention of public nuisance and I have copied the Licensing team into this email.

To the Licensing Team. Please see the agreed conditions under PPN and note that EP will not be making a representation subject to these conditions as agreed below.

Music will be unamplified acoustic jazz or similar and will be kept at ambient levels, with no externally-amplified sound.

The design and atmosphere of the venue will encourage conversation, not late-night revelry. There will be clear closing protocols in place, including soft lighting, background music, and staggered call-outs to encourage calm dispersal. The Licensee must ensure that people on or leaving the premises conduct themselves in an orderly manner at all times and do not in any way cause annoyance to residents and people passing by the premises.

Smoking and waste will be managed respectfully, with regular outside checks. Refuse must not be put out or Recycling of glass bottles must not take place after 23:00 and before 07:00.

Prominent, clear and legible notices are displayed at all exits requesting patrons to respect the needs of local residents and to leave the premises and the area quietly.

Please could you respond to the applicant's email about the change of licenced hours **highlighted** below

Thanks Emma

Environmental Protection

Emma Grant

Licensing Officer. Brighton & Hove City Council,

2nd Floor, Barts House, Barts Square, BN1 1JP

Sussex Police Agreed Conditions with Applicant 15th August 2025

Proposed Conditions – 1 Surrey Street

Hours open to the public and supply of alcohol:

Sunday – Thursday Monday - 12:00 – 22:00

Friday – Saturday – 12:00 – 23:00

Any other licensable activities as applied for but with end times to match above.

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. Table service will be the primary offering both inside and outside the premises with alcohol served by waiter/waitress service to persons seated at tables. When a customer enters the premises, they will be instructed to find a seat and informed that it is table service however, at peak times when staff are unable to maintain table service levels customers may also order and be served at the service counter before returning to their seat. There will be no vertical drinking.

3. Alcohol is ancillary to other hot and cold non-alcoholic beverages available on the premises.

4. Substantial food shall be available at all times that alcohol is offered for sale on these premises with food menus clearly displayed within the premises and include hot food options.

5. The off sales element of this licence is ancillary to the main purpose as an on sales licensed café style operation.

6. Off sales is limited to:

- Craft beer type products sourced from independent producers based within the Southeast of England.

- Wine produced by independent producers and limited to 2 selections of each of the following wine types: White / Orange / Red / Rose / Sparking.

Off sales of these products will be in sealed containers.

- To service an outside seating area that is covered under a table & chairs licence issued by the local authority or if on private land, included within the lease

agreement. Alcohol will only be supplied under the on sales conditions above i.e. seated and table service. Should the licence or authorisation stipulate times that require the premises to cease use of this area earlier than stated on this premises licence, the lesser times will be adhered to.

Additionally, as offered up in the original application or agreed with another responsible authority.

Prevention of crime and disorder:

7. 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 entrances/exits to the premises as well as any outside space. 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 Police e.g. USB) or provide footage via an online link as initiated by Police, without difficulty or delay and without charge.

(g) Any breakdown or system failure will be notified to the police immediately & remedied as soon as practicable. This can be via email - brighton.licensing@sussex.police.uk

(h) In the event of the CCTV system hard drive being seized as evidence as part of a criminal investigation by 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.

8. (a) An incident and refusals log (book or electronic) will be maintained by the premises showing a detailed note of incidents and refusals that occur in the premises. The logs will be inspected and signed off by the Designated Premises Supervisor (or a person with delegated authority) at least once a month.

(b) The logs should be kept on the premises for at least twenty-four (24) months 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. Refusals of alcohol for reasons such as underage, no ID and intoxication.

9. The front outside seating area will regularly be monitored to ensure items are not left on the table once customers have left.

Additionally, as offered up in the original application or agreed with another responsible authority.

Public safety:

As offered up in the original application or agreed with another responsible authority.

Prevention of public nuisance:

As offered up in the original application or agreed with another responsible authority.

Protection of children from harm:

10. (a) The Premises Licence Holder / Management shall ensure that all staff members engaged or to be engaged in selling and or serving of 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 and or serving of such products and will include:

*The lawful selling of age restricted products:

Including but not limited to, the requirement for the staff member conducting the transaction to ensure they do Challenge 25 checks regardless of any other staff member / door staff checks that may already have taken place.

*Refusing the sale of alcohol to a person who is drunk

(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/refreshers 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.

11. 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, biometric residence permit cards 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.

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

Additionally, as offered up in the original application or agreed with another responsible authority.

