

Appendix A

August 2025

Thomas & Thomas
Partners LLP

Application for Premises Licence

Foundry, 3 Ellen Street, Hove, BN3 3LN

Proposed Hours

Sale of Alcohol (On sales only):	Monday – Sunday: 10:00 – 00:00
Late Night Refreshment:	Monday – Sunday: 23:00 – 00:00
Opening Hours:	Monday – Sunday: 08:00 – 00:00
Non-standard hours:	From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

Applicant: Foundry Topco LLP

Description: Co-working office & event space with licensed facilities.

Proposed DPS: Adam Walker

Proposed Conditions

1. Licensable activities shall be ancillary to the use of the premises as a co-working office and events space.
2. No members of the public will be admitted to the premises. The sale of alcohol for consumption on the premises shall only be available to:
 - a) Office tenants - those persons with a membership to occupy office space at the premises;
 - b) Day-pass visitors - with a ticket for entry that same day;
 - c) Co-working members of Foundry or its affiliated companies;
 - d) Persons who have pre-booked a meeting room that same day;
 - e) Directors and employees of Foundry and its affiliated companies;
 - f) Persons attending a private pre-booked event or function, a list of functions and persons attending to be kept at reception for inspection by the relevant authorities;
 - g) Any guests of the above.

A list of attendees shall be kept on the premises at all times together with a record also showing the names and dates of attendance of any guest introduced by members. All records shall be kept for a minimum period of 31 days and made available for immediate inspection by police or an authorised officer of the Council throughout the entire 31-day period.

3. 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.

4. The reception will be attended between the hours of 08:00 and 18:00.
5. Alcohol will only served:
 - a) Between hours of 14:00 and 22:00 and only where the area where alcohol is served is supervised by staff and CCTV; or
 - b) To persons attending a private event in accordance with condition 2(g) above.
6. After 22:00, save for events under 5(b) above, alcohol will be stored safely and cannot be accessed.
7. Save for events under 5(b) above, alcohol will be restricted to beer, wine and prosecco.
8. CCTV:
 - 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. Subject to GDPR guidance and legislation, 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) for the police without difficulty or delay and without charge to Sussex Police.
 - g. Any breakdown or system failure will be notified to the police immediately and remedied as soon as practicable.
 - 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.
9. Incident reporting:
 - a. An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises. The log will be inspected and signed off by the DPS (or a person with delegated authority) at least once a week.
 - b. The logbook should 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.

- c. Any refusals made for alcohol service e.g. underage, will be recorded (either in electronic or written form) and feedback given to staff as relevant. The log will be kept for a minimum of twelve (12) 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 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.
- 11. No under 18s are permitted in the premises.
- 12. The Premises Licence Holder shall ensure that all staff members engaged or to be engaged, in selling alcohol at the premises shall receive induction training. This training will take place prior to the selling of such products:
 - a. The lawful selling of age restricted products
 - b. Refusing the sale of alcohol to a person who is drunk
- 13. 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.
- 14. 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.
- 15. Provide signage at all exits and outdoor area used for smoking by staff and patrons "Please respect the needs of local residents, including leaving quickly and quietly; do not disturb the neighbours".
- 16. Signage advertising the 'Challenge 25' policy will be displayed in prominent locations in the premises.
- 17. Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take open containers of alcohol outside the premises.

