

## **Appendix D**

### Police Proposed Conditions – Foundry. 3 Ellen Street, Hove

Supply of alcohol – 10:00 – 23:00 - On Sales Only.

#### General:

1. Authorised staff employed by Sussex Police in the role of licensing officer shall have the right of reasonable 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. Licensable activities shall be ancillary to the use of the premises as a co-working office and events space.
3. 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.
4. The reception will be attended between the hours of 08:00 and 18:00.
5. Alcohol will only be made available when:
  - (a) The licensable area is staffed by a trained member as per condition 13. Outside of licensable hours and or when no staff member is present, alcohol will be securely stored away.
  - (b) When an event is being held, all alcohol will be served by a trained staff member. Training is as per condition 13. An event is classed as something occurring that is outside of the day-to-day normal operation for the site. When groups of people are coming together for an advertised event/function or private hire.
  - (c) Save for events, alcohol will be restricted to beer, wine and prosecco.

#### Prevention of crime and disorder:

6. 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](mailto: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.

7. (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 twelve (12) 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.

Public safety:

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Prevention of public nuisance:

8. Provide signage at all exits and outdoor area used for smoking by staff and patrons "Please respect the needs of local residents please, do not disturb the neighbours".
9. 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.

Protection of children from harm:

10. No under 18's are permitted in the premises.
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.
13. (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/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.

**APPENDIX D**

**Conditions agreed between Environmental Protection and the applicant**  
**29.8.25**

For the Prevention of Public Nuisance:

1--Deliveries to the premises shall not take place between the hours of 21:00 - 07:00 daily.

2--Recycling and rubbish should not be placed outside or collected from the premises between the hours of 21:00 - 07:00 daily.