

The Prevention of Crime and Disorder

1. There shall be no admission or readmission to the premises after 02.00 hrs Sunday to Thursday and 03.00 hrs Friday and Saturday (and any other time that the premises closes at 04.00 hrs or later in accordance with the non-standard timings).
2. From Monday-Wednesday, a minimum of one SIA registered door supervisor will be on duty to monitor and control entry to the premises from 21.00 hrs and a minimum of two SIA registered door supervisors from 22.00 hrs until close.
3. From Thursday-Sunday, a minimum of one SIA registered door supervisor shall be employed from 20.00 hrs and a minimum of two SIA registered door supervisors from 21.00 hrs. This will continue to operate at a ratio of 1:100 patrons or part thereof until close, or at a higher ratio on other days of the week, in the case of special events, with prior agreement between the management and Sussex Police.
4. When the top floor is in use, a designated SIA registered door supervisor shall be employed to monitor its use.
5. From 21.00 hrs until close on Friday and Saturday nights there will be one SIA registered door supervisor with the responsibility of managing the rear courtyard area.
6. A written record shall be kept at the premises by the Designated Premises Supervisor of every person employed on the premises as a door supervisor in a register kept for that purpose. That record will contain the following details;
 - - a. The door supervisors name, date of birth and home address
 - b. His or her SIA licence number
 - c. The time and date he/she starts and finishes duty
 - d. Each entry will be signed by the door supervisor.
7. When employed, all door supervisors on duty at the premises must correctly display their current SIA accreditation and be briefed on their responsibilities and relevant company operating procedures before they commence duty.
8. Door supervisors must be provided with radios to enable them to contact each other and the duty manager at the premises.
9. When employed, all door supervisors shall wear high visibility armbands.
10. When employed, a minimum of 2 SIA registered door supervisors on duty at the premises must wear working body-worn video devices (body cams).
11. A record must be kept of the SIA registration number of the door supervisor and the ID of bodycam worn by them.
12. Bodycam images must be stored so that they are retrievable and accessible for replay and viewing, and kept in an environment that will not be detrimental to the quality or capacity for future viewing. They should be appropriately labelled to enable identification and retrieval and kept for a minimum of twenty-eight days. No recording must be deleted within this period from when it is recorded.
13. The premises licence holder must ensure at least one member of trained staff at the premises during operating hours able to provide viewable copies on request to police or authorised local authority officers as soon as is reasonably practicable in accordance with the Data Protection Act 1998 (or any replacement legislation).

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14. The premises shall have a documented Search Policy. Notices shall be put in place informing customers that management reserve the right to conduct an outer body search and/or bag search as a condition of entry to the premises.
15. A safe shall be provided at the premises for the storage of any seized drugs or items. This shall be kept locked at all times except for access purposes and the keys shall be held by the DPS or other authorized person.
16. Regular checks of high risk areas for drug use (including the toilets) shall be carried out by door staff and/or premises staff. A written record of all checks will be maintained and made available upon request to police or authorised local authority officers.
17. The premises shall operate a CCTV system that complies with the minimum requirements of the Sussex Police Licensing Team.
18. The premises licence holder must ensure that:
 - a. Cameras are located within the premises to cover all public areas (not including the toilets) and all entrances and exits;
 - b. The system records clear images enabling the identification of individuals;
 - c. All recorded footage is securely retained for a minimum period of twenty-eight days;
 - d. The CCTV system operates at all times the premises are open for licensable activities;
 - e. All equipment must have constant and accurate time and date generation;
 - f. The CCTV system is fitted with security functions to prevent recordings being tampered with;
 - g. There is at least one member of trained staff at the premises during opening hours able to provide viewable copies on request to police or authorised local authority officers as soon as is reasonably practicable in accordance with all relevant data protection legislation.
19. All staff authorised to sell alcohol shall be trained in:
 - a. Relevant age restrictions in respect of products
 - b. Prevention of underage sales
 - c. Prevention of proxy sales
 - d. Maintenance of the refusals log
 - e. Recognising signs of drunkenness and vulnerability
 - f. How overservice of alcohol impacts on the four objectives of the Licensing Act 2003
 - g. How to refuse service
 - h. The premises' duty of care policy, understanding and dealing with situations involving vulnerable people, and incidents of harassment; and how to report issues of modern slavery and trafficking
 - i. Action to be taken in the event of an emergency, including the preservation of a crime scene and reporting an incident to the emergency services
 - j. The conditions in force under this licence.

This training shall be documented and repeated at 6 monthly intervals. Training records shall be made available for inspection upon request by a police officer or an authorised officer of Brighton and Hove City Council.

20. A refusals record must be kept at the premises which details all refusals to sell alcohol. This record must include the date and time of the incident, the name of the staff member who refused the sale, and the reason the sale was refused. All entries must be made within 24 hours of the refusal. The record must be made available for inspection and copying within a reasonable time of a request by an officer of a Responsible Authority.

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21. If there is a glass related incident against a person at the premises the DPS and Management will risk assess the need for the entire premises to use only polycarbonate glassware. This risk assessment to be carried out in conjunction with Sussex Police.
22. The use of glassware in the basement shall be permitted, subject to a written risk assessment as to its use, to be reviewed at not less than 6 monthly intervals, and more frequently on the occasion of specific events such as citywide and sporting events, large bookings and similar.
23. When an event is taking place such as a screening of football, all drinks at the premises will be dispensed in plastic receptacles and bottles.
24. The Designated Premises Supervisor will be a supportive member of the BCRP night safe scheme and any other related scheme suggested by the Police.
25. As and when the parties deem it necessary, meetings will be held between the DPS and the Police to discuss any licensing matters arising.
26. Open containers of alcohol shall not be removed from the premises, save for consumption in any delineated external area.
27. The DPS or other suitable person shall be an active member of the Brighton Business Crime Reduction Partnership (for such time as such scheme continues to exist), and shall utilize the BCRP citylink radio.
28. Within 28 days of being named as DPS on this licence, the DPS must attend an ACT Awareness training session, and must be able to provide evidence of this if requested by police or authorised local authority officers.
29. An ID scanning system must be operated at the premises from 21:00 on a Friday and Saturday night and at other times as deemed necessary on the basis of a risk assessment to be carried out by the DPS. The premises will operate a scanning policy whereby staff or doorstaff will select customers to be scanned on a case by case basis. All persons requested to do so must provide verifiable ID and record their details on the system. Where a customer is requested to scan their ID and refuses or is unable to do so, entry will be refused. Notices will be put in place informing customers that management reserve the right to request the use of the ID Scan system as a condition of entry to the premises.

Public Safety

1. The number of persons permitted in the basement at any one time will not exceed 250.
2. The premises licence holder shall ensure that at all times when the public is present there is an appropriate number of competent person(s) able to administer first aid, that an adequate and appropriate supply of first aid equipment and materials is available on the premises, and that adequate records are maintained in relation to the supply of any first aid treatment.
3. Regular safety checks shall be carried out by staff.
4. Management shall liaise with the Fire Authority as necessary to ensure compliance with all necessary fire regulations.
5. Any and all of the following incidents must be noted including pertinent details and, as appropriate, reported promptly so that investigations can be made and action taken:
 - a. alleged crimes reported to the venue or by the venue to the police

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- b. ejections of patrons
 - c. complaints received
 - d. incidents of disorder
 - e. seizures of drugs, offensive weapons, fraudulent ID or other items
 - f. faults in the CCTV system, searching equipment or scanning equipment
 - g. visit by a responsible authority or emergency service
6. Incident logs (which may be kept electronically) must be kept at the premises for at least 6 months and must be made available on request to the police or an authorised officer of the licensing authority.
7. The premises shall maintain public liability insurance.

The Prevention of Public Nuisance

1. Noise from amplified music or voices shall not be such as to cause a noise nuisance to occupants of nearby premises.
2. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
3. Any disco lighting will be positioned to ensure that the light is not directed outside the premise or towards the external windows.
4. There will be no live or amplified music, no dancing and no disco lighting in the rear courtyard area.
5. The BBQ will not be used between 21.00 hrs and closing.
6. Doors entering the rear courtyard area (except the doors on the Southern elevation) shall be kept closed other than for access and egress from 22.00 hrs until closing.
7. No more than 170 customers shall occupy the rear courtyard area (including Bar 3 and Annex toilets).
8. In Bar 6, all windows will be maintained in their closed position after 20.00 hrs.
9. In Bar 3 there will be no music (either recorded or background).
10. Management shall undertake routine monitoring checks, which will be documented to ensure that external level of noise are not excessive, and will take appropriate action where necessary.
11. Notices will be displayed requesting customers to leave quietly and in an orderly manner out of consideration to neighbours and their attention will be drawn to these notices by members of staff including door personnel.
12. A written Dispersal Policy shall be implemented to minimise the risk of disturbance to nearby premises at the end of the evening. This will be available for inspection on request by an Authorised Officer.
13. A written Smoking Policy will be implemented to minimise the risk of disturbance from customers using the smoking area.
14. The exterior of the building and all external areas shall be cleared of litter at regular intervals.

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The Protection of Children from Harm

1. The Challenge 25 scheme must be operated to ensure that any person who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age shall only comprise a passport, photo card driving licence, an EU/EEA national ID card or similar document, an HM Forces warrant card, a card bearing the PASS hologram, or any electronic or biometric age verification technology approved by the licensing authority.
2. The premises shall display prominent signage indicating that the Challenge 25 scheme is in operation.
3. The premises shall display prominent signage indicating that it is an offence to buy or attempt to buy alcohol for a person who is under 18 and for a person under the age of 18 to buy or attempt to buy alcohol.
4. Staff training will include the Challenge 25 Policy and its operation. In particular, staff shall be trained to take such action as is necessary to prevent the sale of alcohol to persons over the age of 18 where those customers are engaged in the distribution of alcohol to persons under the age of 18. The training must be given to a new member of staff before they commence employment and all staff must receive refresher training every 6 months.
5. There shall be no adult entertainment of a sexual, sexist, derogatory and explicit nature anywhere in the licensed premise, this includes the showing of films or videos of such a nature or the holding of wet t-shirt competitions.

