

## Appendix A

**M** Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)**

The applicant recognises that the proposed extension of the licensable activity 'Late Night Refreshment' increases the risk to the quiet enjoyment of neighbouring properties and has therefore offered the following additional steps to promote the licensing objectives to ensure activities on the premises do not create problems of disorder and nuisance, and do not undermine any of the licensing objectives.

**b) The prevention of crime and disorder**

CCTV shall be in use at the premises.

Where a CCTV system is to be installed it shall be fully operational at the commencement of the licence and maintained to Local Constabulary standards. Where existing CCTV systems are to be replaced or extended the replacement or extension to the system operational at the commencement of the licence being granted and the system be fully operational on that date.

The CCTV equipment shall be maintained in good working order and continually record when licensable activity takes place and for a period of two hours afterwards.

The premises licence holder shall ensure images from the CCTV are retained for a period of 31 days. This image retention period may be reviewed as appropriate by the Licensing Authority

The correct time and date will be generated onto both the recording and the real time image screen.

The premises Licence holder shall ensure that there are trained members of staff available during licensable hours to be able to reproduce and download CCTV images into a removable format at the request of Local Constabulary and Authorised Persons as defined by Sections 13 & 69 Licensing Act 2003 upon request.

There shall be clear signage indicating that CCTV equipment is in use and recording at the premises during all licensable hours.

All delivery drivers / riders shall be required to remove helmets and or face coverings whilst picking up items for delivery (excluding any face coverings worn for faith religious reasons) within an area that is covered by CCTV.

All delivery staff will be trained in:

Identifying persons who are vulnerable which could include but not limited to, their age or due to intoxication and or drugs as well as identifying potential perpetrators.

Conflict management. The operator will have a policy in place assisting staff in how to deal with such situations.

All 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.

**c) Public safety**

**d) The prevention of public nuisance**

After 01:00 on any day of the week the premises will operate a delivery only service. No customers will be permitted on the premises, and no customers will be permitted to collect orders after this time. Deliveries will not be delivered to anywhere other than a recognisable permanent business or residential address.

An incident log will be kept on the premises and always made available for inspection on request to an authorised officer of the Licensing Authority or Responsible Authority under the Licensing Act 2003, which will also record:

- Any faults with the CCTV system
- Any complaints by residents in relation to noise or other potential public nuisance issues, such as odour from cooking etc) will be noted in the log.
- The log will record the date, time and name of the person making the record, along with the nature of the complaint and any action taken to rectify the complaint.
- Any incidents of disorder
- The incident/refusal log will be kept at the premises for a minimum of twenty-four (24) months.

No fumes, steam or odours shall be emitted from the licensed premises to cause a nuisance to any persons living or carrying on business in the area where the premises are situated.

The management will ensure that delivery riders / drivers waiting or arriving to collect food orders will be parked/waiting legally and not causing a public nuisance by way of obstructing the highway or footpaths.

Delivery driver vehicles will not be permitted to leave their engines running whilst loading/unloading.

Recycling and rubbish will not be placed outside or collected from the premises between the hours of 21:00 - 06:00 daily.

**e) The protection of children from harm**