

Appendix A

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LICENSING OBJECTIVES
Describe the steps you intend to take to promote the four licensing objectives:
a) General – all four licensing objectives (b,c,d,e)
List here steps you will take to promote all four licensing objectives together.
The Applicant shall continue to operate their business in a responsible manner ensuring that the Licensing Objectives are fully promoted at all times. The Applicant's Director has pre-consulted with Sussex Police Licensing & the Licensing Authority before submitting this application. The Applicant has only requested the hours specified in the LA's Matrix Policy and has also submitted a full list of robust conditions to ensure that the Licensing Objectives shall be fully promoted at all times and that the restaurant shall not add to negative cumulative impact within the City Safety Area. To deter people from loitering in the CSA no customer collections shall be permitted after 23.00 or during licensed hours. The applicant submits that the application can safely be granted.
b) The prevention of crime and disorder
1) a) The premises licence holder shall ensure that a CCTV system is installed in the premises of a standard acceptable to Sussex Police. The system shall be maintained in good working order & fully operational covering all internal and external areas of the premises to which the public have access. All entry and exit points shall be covered enabling frontal identification (full head and shoulders images), of every person entering the premises in any light condition to an evidential standard. b) All staff shall be fully trained in the operation of the CCTV system including the ability to download screenshots and CCTV footage for Police or Authorised Officers on request. A minimum of one such member of staff fully trained in the operation of the CCTV system shall be on duty at all times that the premises are open to the public. c) The CCTV system shall have the capability to either download footage onto a disk or memory stick. The footage of the CCTV system shall be retained for a minimum period of 31 days before re-writing itself with the correct date and time showing. Screenshots and CCTV footage shall be made available to Police or Authorised Officers immediately upon request provided that it is requested further to the prevention or detection of crime and disorder. d) If the CCTV system is faulty the premises licence holder shall notify the Licensing Authority and Police Licensing Team as soon as possible and get the fault rectified as soon as practicable. e) The premises licence holder shall ensure that a log is kept in the Incident Book with the dates & the details of all work / repairs carried out on the CCTV system including the name and phone number of the engineer. f) On a minimum daily basis the premises licence holder / DPS shall check that the CCTV system is operational and the date and time stamp are correctly set and on a minimum of a weekly basis, check that the CCTV system is also correctly recording images for a minimum of 31 days and that screenshots and footage can be correctly downloaded. Details of these checks shall be recorded in the appropriate section of the Incident Book. 2) An Incident Book shall be kept at the premises for at least 12 months, and made available on request to Police Officers or

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Authorised Officers which shall record the following:

- (a) all crimes reported to the premises, or by the premises to Police.
- (b) all ejections of patrons.
- (c) any incidents of disorder.
- (d) any complaints received and the outcome.
- (e) any seizure of drugs or offensive weapons.
- (f) any failures or faults with the CCTV system as required by condition 1)e) under the Prevention of Crime & Disorder.
- g) Any visits by Police or other Emergency Services. Where Police are called the CAD number shall be obtained and recorded in the Incident Book.

3)) All staff shall receive training on induction and be given refresher training every six months for their role, in the relevant provisions of the Licensing Act and Premises Licence, acknowledging customers, serving customers in turn, explaining any delays in cooking times, monitoring customer conduct while waiting for their order or eating in the restaurant, ensuring no alcohol is brought into or consumed on the premises, avoiding conflict, monitoring the outside of the premises, discouraging people loitering outside and safeguarding children, women and vulnerable people. All staff shall receive training re Ask Angela and WAVE (Welfare & Vulnerability Engagement)Training where it is available and re the Dispersal Policy. Written training records shall be kept for each member of staff which shall be produced to Police or Authorised Officers on request.

4) Notices shall be prominently displayed by the entry / exit door and servery as follows:

That CCTV is in operation.

That no alcohol may be taken into or be consumed on the premises at any time.

That last orders for dine in service at the restaurant shall be at 00.30 and for home delivery shall be at 00.45.

That no customer collections shall take place after 23.00 or during permitted licensable hours.

Advising customers that a maximum of four (4) people are allowed outside to smoke after 23.00.

Requesting customers to respect the needs of local residents and businesses, not to loiter outside and leave the area quietly & quickly.

5) Management and staff shall proactively discourage persons from loitering outside the restaurant both by monitoring the CCTV system & physical checks, politely asking persons eating or loitering outside the premises after 23.00 to leave the area quietly & quickly.

6) No alcohol shall be permitted to be taken into or be consumed on the premises at any time.

7) The premises licence holder shall undertake an ongoing daily risk assessment, taking into account any local events taking place or advice received from Sussex Police to identify adequate staffing levels & any need for SIA Licensed Door Supervisors to be in attendance.

8) Service at Lebanese Grill during licensable hours shall only be by dine in within the restaurant and by home delivery. No customer collections shall be permitted after 23.00 or during permitted licensable hours.

9) That last orders for dine in service at the restaurant shall be at 00.30 and for home delivery shall be at 00.45.

c) Public safety

A Fire Risk Assessment & Emergency Plan shall be prepared and regularly reviewed. All staff shall receive appropriate fire safety training.

d) The prevention of public nuisance

1) Appropriate notices shall be prominently displayed by the entry / exit door and servery (See Condition 4 at Box B Prevention of Crime & Disorder.)

2) A Dispersal Policy shall be prepared and regularly reviewed. All staff shall be required to comply with its provisions.

3) All delivery drivers / riders shall be instructed to wait inside the premises while waiting to collect their orders and not to leave engines running, to close car doors quietly and not to play loud music whilst outside the shop or customers premises.

4) Deliveries of food shall only be made to a genuine residential or business address given at the time of ordering. All home delivery orders shall be prepaid.

5) All delivery drivers / riders shall be instructed to park legally & safely.

6) No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance at the nearest noise sensitive

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premises.

7) A direct telephone number for the premises shall be publicly available at all times the premises is open. All complaints shall be investigated by Management and resolved with brief details recorded in the Incident Book.

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

9) Commercial waste shall not be collected between the hours of 2300 and 05.00 hours.

10) The outside tables & chairs shall be closed to the public at 23.00 daily when all customers shall be asked to go into the restaurant if there is capacity inside.

11) A maximum of four persons shall be permitted outside the premises after 23.00 to smoke. A bin shall be provided for cigarette ends.

e) The protection of children from harm

1) Appropriate notices shall be prominently displayed by the entry / exit door and servery (See Condition 4 at Box B Prevention of Crime & Disorder.)

2) No unaccompanied children under 16 shall be permitted to enter or be on the premises after 23.00 or during licensed hours except in an emergency.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

