Appendix E

Conditions agreed with the Police Licensing Officers, Local Authority Licensing Officer and Environmental Protection Officer

Police Conditions

General:

1. 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.

2. (a) Between the hours of 23:00 (11pm) and 03:00, the premises will only operate to fulfil delivery orders. Such orders will be made over the telephone or app/website and delivered to a private or work address. i.e. walk-ins or dine in or takeaway are not permitted.

(b) From 23:00, members of the public will not be permitted inside the premises. The entrance will be controlled to ensure no access except for allowing food delivery persons entrance to collect orders.

(c) Displayed opening hours will clearly state hours open to the general public.

3. The premises will not operate under this licence until all conditions set within it are evidenced to Sussex Police and the Local Authority Licensing Team as being adhered to.

Prevention of Crime and Disorder:

4. 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 if CCTV footage is required to prevent and detect suspected or alleged crime; CCTV footage will be available to be viewed immediately and any CCTV footage that is required to be downloaded will be made available within 24 hours of an incident.

e) 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, within 24hrs and without charge.

f) Any breakdown or system failure will be notified to the police immediately & remedied as soon as practicable – brighton.licensing@sussex.police.uk

g) 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.

6. The premises will become a member of the Brighton Crime Reduction Partnership or similar scheme approved by the Licensing Authority. The scheme must operate, subject to local coverage, radios and additionally an exclusion/banning scheme of named individuals within both the day and nighttime economy.

7. 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 a manager at least once a month.

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.

Additionally, conditions deemed appropriate from the original application and or agreed with by other responsible authorities.

Public Safety:

As per conditions deemed appropriate from the original application and or agreed with by other responsible authorities.

Prevention of Public Nuisance

8. The premises licence holder shall operate a Home Delivery Policy which shall be adhered to at all times the premises are operating under the premises licence. The policy contains procedures, management controls and practical steps including all measures to control any noise generated by the attendance of couriers waiting to collect food from the premises to ensure that neighbours are not disturbed by the delivery persons and their vehicles.

9. As part of the above policy, the management will ensure that delivery vehicles waiting or arriving to collect orders will be parked/waiting legally and not causing a public nuisance by way of obstructing the highway or footpaths.

Additionally, conditions deemed appropriate from the original application and or agreed with by other responsible authorities.

Protection of Children from Harm

21. a) All 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.

b) 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) Further verbal reinforcement/refresher training covering the above will be carried out thereafter at intervals not to exceed 12 weeks, with the date and time of the verbal reinforcement/ refresher training documented.

Additionally, conditions deemed appropriate from the original application and or agreed with by other responsible authorities.

Local Authority Licensing Conditions:

1.The Premises Licence Holder shall prepare and implement a written Home Delivery Management Policy. The policy shall set out procedures, management controls and practical measures to minimise noise and nuisance arising from delivery drivers, couriers and vehicles attending the premises.

2. The Home Delivery Management Policy shall be submitted to and approved in writing by the Licensing Authority before the premises provides any home delivery service under this licence. The approved policy shall thereafter be adhered to at all times when home deliveries are being provided.

3. The Premises Licence Holder shall ensure that all delivery drivers and couriers collecting orders from the premises are provided with written instructions requiring them to:

- park legally;
- switch off vehicle engines when waiting;
- avoid shouting, calling out or sounding vehicle horns;
- minimise noise when arriving at and leaving the premises; and
- have regard to the residential nature of the surrounding area.

4. Delivery drivers and couriers waiting to collect orders shall not cause obstruction of the highway or footway and shall not congregate outside the premises in a manner likely to cause nuisance to nearby residents or businesses.

5. A copy of the Home Delivery Management Policy shall be kept at the premises and made available for inspection by authorised officers of the Licensing Authority or Sussex Police upon request.

EP Conditions:

1. Any extraction, ventilation, refrigeration or other plant under the control of the premises licence holder shall be maintained in good working order and operated so as to minimise noise, vibration and odour nuisance