

From:manager@eastwallshotel.co.uk
Sent:15 Aug 2018 12:36:02 +0100
To:Clare.Godfrey01@sussex.pnn.police.uk
Subject:Re: Licensing Application

Dear Claire,

Yes this is all ok, thank you.

Any other questions or issues, please do not hesitate to contact me.

Kind regards,
Emily
East Walls Hotel

On 15 Aug 2018, at 11:26 am, <Clare.Godfrey01@sussex.pnn.police.uk>
<Clare.Godfrey01@sussex.pnn.police.uk> wrote:

Dear Emily,

As briefly mentioned on the telephone, Sussex Police have received and are currently looking into the application for you. Below are the conditions that Sussex Police wish to appear on your licence, and as you will see they are pretty standard and shouldn't in anyway affect the day to day running of the premises.

Can I ask that you please have a look at the below conditions and let me know if you are happy for them to be applied to your licence? If so simply reply to this email confirming that you are happy with the conditions and are agreeable to them forming part of any future licence that may be approved.

1. The premises will operate an age verification policy set at a minimum of 25 years, whereby any person attempting to buy alcohol who appears to be under the specified age will be asked for photographic ID to prove their age. Signage advertising the "Challenge" policy will be displayed in prominent locations in the premises and shall include the point of sale and the area where the alcohol is displayed, as a minimum. The recommended forms of ID that will be accepted are passports, driving licences with a photograph or Citizen Card or validated proof of age cards bearing the "PASS" mark hologram.
2. All staff members engaged, or to be engaged, in selling alcohol on the premises shall receive full training pertinent to the Licensing Act, specifically in regard age-restricted sales, and the refusal of sales to persons believed to be under the influence of alcohol or drugs. Induction training must be completed prior to engaging in any sale of alcohol. Refresher training shall be conducted thereafter

at intervals of no more than eight weeks. All restricted sales training undertaken by staff members shall be fully documented and signed by the employee and the DPS. All training records shall be made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Officers or Licensing staff.

3. The premises shall at all times maintain and operate a sales refusals log and an incident log will be kept to record all refusals and incidents of crime or disorder. These shall be reviewed and signed by the Designated Premises Supervisor at intervals of no more than eight weeks. Feedback shall be given to staff to ensure these are used on each occasion that a refusal or incident occurs at the premises. These records shall be kept for a minimum of twenty four months, and made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Officers or Licensing staff.
4. 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 entrance to the premises. The system shall be on and recording at all times the premises licence is in operation.
 - The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside the premises at all times.
 - CCTV footage will be stored for a minimum of 31 days.
 - 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.
 - The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy.
 - Subject to Data Protection guidance and legislation, 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 for the police without difficulty or delay and without charge to Sussex Police.
 - Any breakdown or system failure will be notified to the police immediately & remedied as soon as practicable.

Kind Regards,

Clare Godfrey

Divisional Licensing Officer

Prevention Licensing Team

West Sussex

101 x 581419

01273 404030

(My working days are Wednesday, Thursday and Friday. Please send any urgent enquiries outside of those days to ws_licensing_wor@sussex.pnn.police.uk)

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