

CHICHESTER DISTRICT COUNCIL

THE LICENSING ACT 2003 (THE 'ACT')

THE LICENSING ACT 2003 HEARING REGULATIONS 2005

SUB-COMMITTEE PROTOCOL AND PROCEDURE NOTE

A. PROTOCOL

1. The Notice of Meeting

- (a) The Notice of Sub-Committee meeting issued by the Council shall be accompanied by the following:
 - (i) A report of the Licensing Officer which shall include:
 - (a) Conditions the Licensing Officer considers relevant in the event that the application is granted;
 - (b) Any matters which in his opinion require clarification; and
 - (c) Observations on the application in relation to the Licensing Objectives, National Guidance and local policy.
 - (ii) Where relevant, the notices which have been given by the applicant and other parties under the Act.
- (b) The Notice of Meeting shall be served upon:
 - (i) The applicant (together with copies of relevant representations under the Act);
 - (ii) Persons who have made relevant representations under the Act; and
 - (iii) Where appropriate the Chief Officer of Police who has given notice under the Act.

2. Appearances and Submissions

(a) Constitution of the Sub Committee

A Member of a Ward in which the premises are located and is the subject of an application shall not be a Member of the Sub-Committee determining such application.

(b) Parties entitled to appear

In accordance with the Licensing Act 2003 (Hearings) Regulations 2005 any person making relevant representations, the applicant and the Licensing Officer may attend the hearing and may be assisted or represented by any person whether or not the person is legally qualified.

(c) **At the Hearing**

Any party shall be entitled to:

- (i) Respond to any point in support of their application or representation which the Licensing Authority (the 'Authority') has given notice that it may require further clarification on;
- (ii) Normally to put questions to any other party; and
- (iii) Address the Sub-Committee.

(d) **Consequences of non-attendance**

- (i) The Sub-Committee will normally proceed with a hearing where a party has informed the Authority that it does not intend to attend or be represented at the hearing.
- (ii) Where a party has not so indicated but fails to attend or to be represented at the hearing the Sub-Committee may, at its discretion, where it is considered necessary in the public interest, adjourn the hearing to a later date or hold the hearing in the party's absence subject to, (in the latter case), the Sub-Committee considering the application or representations made by the absent party.

(e) **Submissions to the Sub Committee**

- (i) Subject to each party being given an equal maximum time the Sub-Committee may, at its discretion, where it considers appropriate in the public interest, advise parties that it will impose a time limit on speeches or submissions to be made to it.
- (ii) The Sub-Committee may, at its discretion, request that where a number of relevant representations repeat or in substance repeat a representation, that a representative of those making such representations make submissions to it on behalf of the other parties.
- (iii) The production of draft conditions by the Licensing Officer shall not be construed as influencing the Sub-Committee in advance of hearing representations and are produced for administrative convenience in the event that, following formal determination of the application, the Sub-Committee considers it appropriate to grant consent but with such conditions as it may consider appropriate.
- (iv) The Sub-Committee shall not have regard to any information first produced by a party at the hearing without first obtaining the consent of other parties present at the hearing.

(f) **Conduct at the Hearing**

- (i) The Sub-Committee may, at its discretion, require a person to leave the hearing and refuse to permit that person to return or to return only on such conditions as the Sub-Committee specifies if, in its opinion, that person is behaving in a disruptive manner, provided that such person may submit written evidence in accordance with the Regulations.

- (ii) Any irregularity arising from any failure to accord with this procedure shall not make the hearing void. If any person has clearly been prejudiced the Authority will take appropriate steps to rectify the irregularity before reaching its determination. Clerical mistakes in a document arising from accidental slip or omission may be corrected by the Authority.
- (iii) The public (including any parties or their representatives) may be excluded from part of the hearing where the public interest in so doing outweighs the public interest in the hearing taking place in public.
- (iv) The Sub-Committee may adjourn the hearing to a specified date where it considers it necessary to obtain further information or to facilitate representations or to assess such representation at or in the vicinity of the premises.

B. Procedure at the Hearing

1. Order of Presentation

- (a) The procedure of the Sub-Committee is as follows:
 - (i) Chair opens the meeting, introducing Members of the Sub-Committee and officers present to the applicant and members of the public, explains the nature of the decision to be taken and the procedure to be followed, and shall consider any request made by a party under the Regulations for permission for another person to appear at the Hearing, such permission not to be unreasonably withheld.
 - (ii) The Licensing Officer outlines the application, any relevant representations and relevancies to the local authority licensing policy statement and statutory guidance (optional).
 - (iii) Members to ask any relevant questions of the officer.
 - (iv) Licensing Officer introduces applicant (if present) and invites him or her, or person representing them, to address the committee or clarify any information arising from the officers' outline, if necessary.
 - (v) Licensing Officer to invite those parties making representations to address the Sub-Committee.
 - (vi) Members to ask any relevant questions of those parties making representations.
 - (vii) Applicant or person representing them to ask any relevant questions of those parties making representations.
 - (viii) Applicant or person representing them addresses the Sub-Committee.
 - (ix) Members may ask any relevant questions of the applicant or person representing them.
 - (x) Parties that made representations to ask any relevant questions of the applicant or person representing them.
 - (xi) Chair to invite applicant or those representing them, and any parties making representations, to briefly summarise their points if they wish.

- (xii) Chair invites Licensing Officer to comment on the effect of any evidence submitted in relation to local Licensing Authority's policies.
- (xiii) Chair asks all parties that they are satisfied they have said all they wish to.
- (xiv) Members of the Sub-Committee retire and discuss and make their decision.
- (xv) Chair relays the decision and the reasons given for the decision and any conditions placed upon the licence (if granted) and the licensing objective that they relate to.

NB (b) Decision

- (i) The Sub-Committee shall assess the application:

- (a) Against the four Licensing Objectives being

The Prevention of Crime and Disorder;
Public Safety;
The prevention of public nuisance;
The protection of children from harm; and

- (b) Any relevant national guidance and local policy.

- (ii) **Legal Advice**

The Sub-Committee may request the assistance of the Council's legal officer at any time. Where practicable, the legal officer shall ensure that any legal advice given to the Sub-Committee not previously given during the course of hearing, shall be made known to the applicant and those making relevant representations and he shall give them the opportunity of making representations on such advice before the Sub-Committee makes its decision.

- (iii) **Confirming the Decision**

Written confirmation of the decision including any conditions in the event that the application is granted and reasons for the decision and, if relevant conditions, will be given within five working days of the hearing.

Licensing Case Representation(s)

Application Summary

Application Reference:	15/01388/LAPRE
Licence Address:	50 North Street Chichester West Sussex PO19 1NQ
Licence Details:	Premises Licence

Valid Representations:

1. Representor Details:	
Name:	Chief Officer Of Sussex Police
Address:	C/o Licensing Officer Centenary House Durrington Lane Worthing West Sussex BN13 2QB
Objection Type:	Crime&Disorder, Protect Child from Harm
Date of Rep:	15.09.15
Comments:	30.09.2015 representation withdrawn

2. Representor Details:	
Name:	Mr James Parker
Address:	4 Priory Lane Chichester West Sussex PO19 1NL
Objection Type:	Crime&Disorder, Public Nuisance
Date of Rep:	28.09.15
Comments:	Hearing Required

3. Representor Details:	
Name:	Mr Lee Howard
Address:	The George And Dragon 51 North Street Chichester West Sussex PO19 1NQ
Objection Type:	Crime&Disorder, Public Nuisance
Date of Rep:	18.09.15
Comments:	Hearing Required

Invalid Representations:

Validity not set Representations:

Alcohol and Entertainment Licensing Sub-Committee

Date and Time: Thursday 29th October 2015 at 2.30pm
Venue: Committee Room 2, East Pallant House, Chichester District Council, East Pallant,
Chichester, West Sussex, PO19 1TY

Application for a PREMISES LICENCE

50 North Street
Chichester
West Sussex
PO19 1NQ

1. RECOMMENDATIONS

- 1.1 That the Sub-Committee considers and determines the application from Mrs Hiral Shah for a Premises Licence.**
- 1.2 If the determination is to grant a Premises Licence, to give consideration as to whether it is appropriate to attach conditions to ensure the Licensing Objectives are met.**
- 1.3 The Sub-Committee is to give reasons for its decision.**

2. REASONS FOR HEARING

- 2.1 The Premises Licence application submitted by Mrs Hiral Shah in her capacity as an individual has been the subject of three (3) relevant representations. The representations were received from two members of the public and Sussex Role in their role as a Responsible Authority under the Licensing Act 2003 (the 'Act'). However on receipt of the application Sussex Police entered into successful mediation with the applicant and agreed conditions, in principle, being added to the Premises Licence, if granted. Further details of the conditions agreed in principle are included at Section 6 of this report.

3. BACKGROUND

Included in this report are the relevant attachments as follows:

- 3.1 Copy of the Alcohol and Entertainment Licensing Sub-Committee Protocol and Procedure.
- 3.2 A plan depicting the local area, application site and location of representors. **(Attachment A).**

- 3.3 A copy of the plan which accompanied the application depicting the layout of the proposed licensed premises. **(Attachment B)**
- 3.4 A copy of the Premises Licence application form (15/01388/LAPRE). **(Attachment C)**
- 3.5 Copies of all original relevant representations and evidence of successful mediation between the applicant and Sussex Police. **(Attachment D)**

4 SUMMARY OF THE PREMISES LICENCE APPLICATION

- 4.1 A copy of the original Premises Licence application (case reference 15/01388/LAPRE) is reproduced in full at Attachment C.
- 4.2 A valid application was submitted by Mrs Hiral Shah on 2nd September 2015. The statutory public notice was displayed at the premises during the representation period which ran until 30th September and an advert was also published in the Observer Newspaper series on 17th September 2015.
- 4.3 The application seeks the grant of the licensable activity of the 'supply of alcohol' for consumption 'off' the premises only. No forms of regulated entertainment have been applied for. Below are the standard days and timings associated with the 'supply of alcohol' and hours the premises are proposed to be open to the public.

Proposed Licensable Activity	Standard days and timings
J 'Supply of alcohol' (consumption 'off' the premises)	Monday to Saturday 07.00 to 21.00 Sunday 08.00 to 20.00
L 'Hours premises are open to the public'	Monday to Saturday 07.00 to 21.00 Sunday 08.00 to 20.00

- 4.4 Within the application form when asked to give a 'general description' of the premises the applicant described it as - *"Retail unit situated in the end of North Street, Chichester. It is ground floor lock-up retail unit approximately 900 square foot"*
- 4.5 The applicant provided additional information in their Operating Schedule as to how they intended to promote the Licensing Objectives. These are set out within the original application form at Section 'M' which is reproduced at Attachment C. Where appropriate these would be translated into conditions if the application is successful and a Licence granted to Mrs Shah.

- 4.6 Mr Chirag Jogi has consented to being the named Designated Premises Supervisor ('DPS') on the Licence, if granted. Mr Jogi's Personal Licence was granted by Chichester District Council, as his local Licensing Authority, on 27th March 2007.

5 THE PROCESS AND PROMOTION OF LICENSING OBJECTIVES

- 5.1 The legislation provides clear focus on the promotion of four licensing objectives which must be addressed when licensing functions are undertaken. The licensing objectives are:

- The prevention of crime and disorder,
- Public safety,
- The prevention of public nuisance, and
- The protection of children from harm.

- 5.2 In carrying out its licensing functions, the Licensing Authority must also have regard to its current Statement of Licensing Policy and Guidance published by the Home Office (March 2015) along with the relevant matters raised in the representations.

6 RELEVANT REPRESENTATIONS

- 6.1 The three relevant representations received in respect of this application are reproduced in full at Attachment D. The concerns highlighted, in particular, by the local residents related to the following points;

- *".....it will only bring youths and other people hanging around creating noise."*
- *"This premises is next to a pub so these people mixing together will create problems and with it so close to Priory Park I'm sure this will create a new anti-social area for people upsetting all the residents."*
- *"My main objection is that it will be open till 9pm everyday and on Sundays till 8pm."*
- *With its close proximity to the lane which leads into Priory Park via the doorway onto the wall walk, peaceful garden and the children's play area, this store will provide easy access to CHEAP alcoholic drinks being taken into the Park not only during daylight hours but also after dark."*

- 6.2 As mentioned above at Paragraph 2.1 Sussex Police entered into discussion with Mrs Hiral on receipt of the application and as a result of that mediation the initial concerns held by Sussex Police were addressed by way of the applicant agreeing to the following conditions being attached to the licence, if granted.

- *The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The recommended forms of ID that will be accepted are passports, driving licences with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram. The list of approved forms of ID may be amended or revised with the prior written agreement of Sussex Police and the Licensing Authority without the need to amend the licence or conditions attaching to it.*
- *A list of staff members who are authorised to sell alcohol on the premises shall be kept. This shall be endorsed by the DPS with the date such authorisation commences. Each of these staff members shall receive full training pertinent to the Licensing Act, specifically in regard to 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 and refresher training thereafter at intervals of no more than twelve (12) weeks. All restricted sales training undertaken by staff members shall be fully documented and signed by the employee and the DPS. These records shall be kept for a minimum of twenty four (24) months, and made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Officers or Licensing staff.

- *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 four (4) 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 (24) months, and made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Officers or Licensing staff*
- *Alcohol products will not be displayed within a three (3) metre radius of the front entrance other than behind the serving counter out of reach of the public.*
- *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.*

6.3 All those who made relevant representations have been invited to attend.

7 CONSIDERATION

7.1 In reaching its determination the Sub-Committee must take into consideration the four Licensing Objectives, the Council's Statement of Licensing Policy and the current Home Office Guidance previously referred to above.

7.2 It is very important to note that these are the only matters to be addressed by the Licensing Authority when considering this application. The Licensing Objectives are the only grounds on which representations can be made, and the only grounds on which the Licensing Authority will be able to refuse an application or impose appropriate conditions in addition to mandatory conditions and those proposed by the applicant in their Operating Schedule.

- 7.3 Human Rights considerations must be taken into account fully in balancing licensing issues, in particular, article 1 of the first protocol and articles 6 and 8. Article 1 relates to the protection of property and the peaceful enjoyment of possessions and property (holding a licence would be considered a possession). Article 8 relates to the right to respect for private and family life, home and correspondence. Article 6 relates to the right to a fair trial. These are however qualified rights and can be deprived of "in the public interest". Interference is permissible if what is done: -
- Has its basis in law;
 - Is necessary in a democratic society to fulfil a pressing need or pursue a legitimate aim,
 - Is proportionate to the aims being pursued; and,
 - Is related to the prevention of crime or, the protection of public order or health or the protection of the rights and freedoms of others.
- 7.4 The Sub-Committee must consider each application on its own merits, and in accordance with the principles of natural justice, as well as the provisions of the Licensing Act 2003. All relevant factors must be taken into account, and all irrelevant factors must be disregarded.
- 7.5 All applications before the Sub-Committee must be considered against the backdrop of anti-discriminatory legislation, such as the Race Relations Act 1976 as amended 2000, and the Sex Discrimination Act 1975, and also in accordance with the Council's stated policy on Equal Opportunities.
- 7.6 In accordance with Section 17 of the Crime and Disorder Act 1998 the Council is under a duty to exercise its functions with due regard to the likely effect on, and the need to do all it reasonably can to prevent, crime and disorder in its areas. The possible crime and disorder implications are clearly relevant factors in the consideration of all applications and this is re-emphasised by the Licensing Act 2003 itself. In giving "due regard" to these possible implications members will consider and weigh up all the information available and representations made, including those from Persons and the Responsible Authorities.
- 7.7 The Sub-Committee are required to give reasons for their decision.

8. OPTIONS OPEN TO THE SUB-COMMITTEE

- 8.1 When considering this application for a Premises Licence the following options are available to the Sub-Committee:
- a. To grant the Premises Licence, as requested,
 - b. To grant the Premises Licence, as requested, with additional conditions appropriate to the promotion of the specific Licensing Objectives on which relevant representations have been received,
 - c. Reject the whole or part of the Premises Licence application.
- 8.2 The Sub-Committee may also:
- d. Grant the Premises Licence but exclude certain licensable activities from the licence,

- e. Grant different conditions to different parts of the premises or to different Licensable Activities.

9 BACKGROUND PAPERS

Licensing Act 2003

Home Office Guidance issued under section 182 of the Licensing Act 2003 (March 2015)

Chichester District Council's Statement of Licensing Policy

10 ATTACHMENTS

Attachment A - Plan of the local area, application site and representors

Attachment B - Copy of the plan depicting proposed layout of the premises

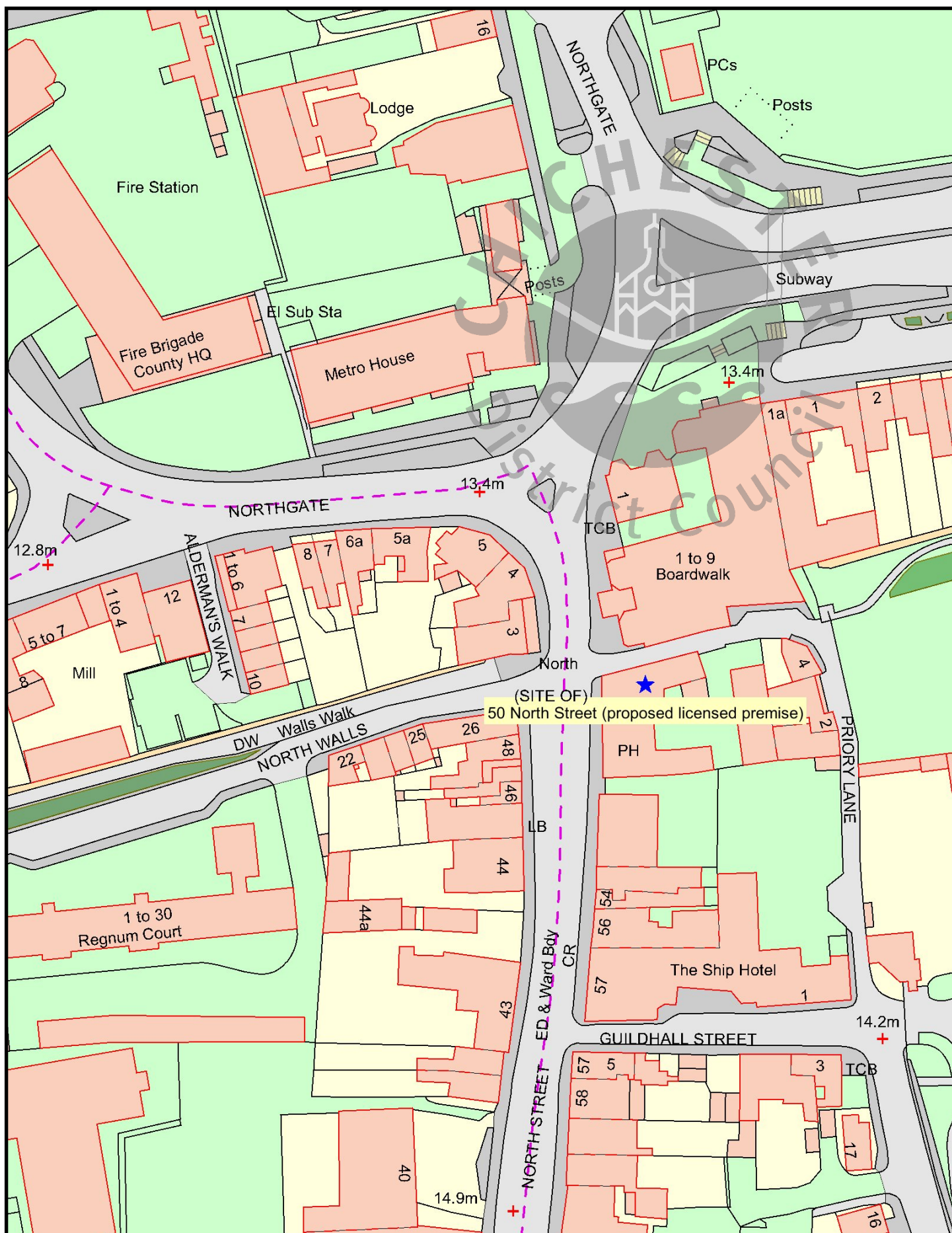
Attachment C - Copy of the original application (3815/15/01388/LAPRE)

Attachment D - Copy of all original relevant representations

Contact: Mr L Foord, Licensing Manager

lfoord@chichester.gov.uk

01243 534742



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A&E Licensing Sub-Committee



Licensing Team

Oct 9, 2015

Mr L Foord

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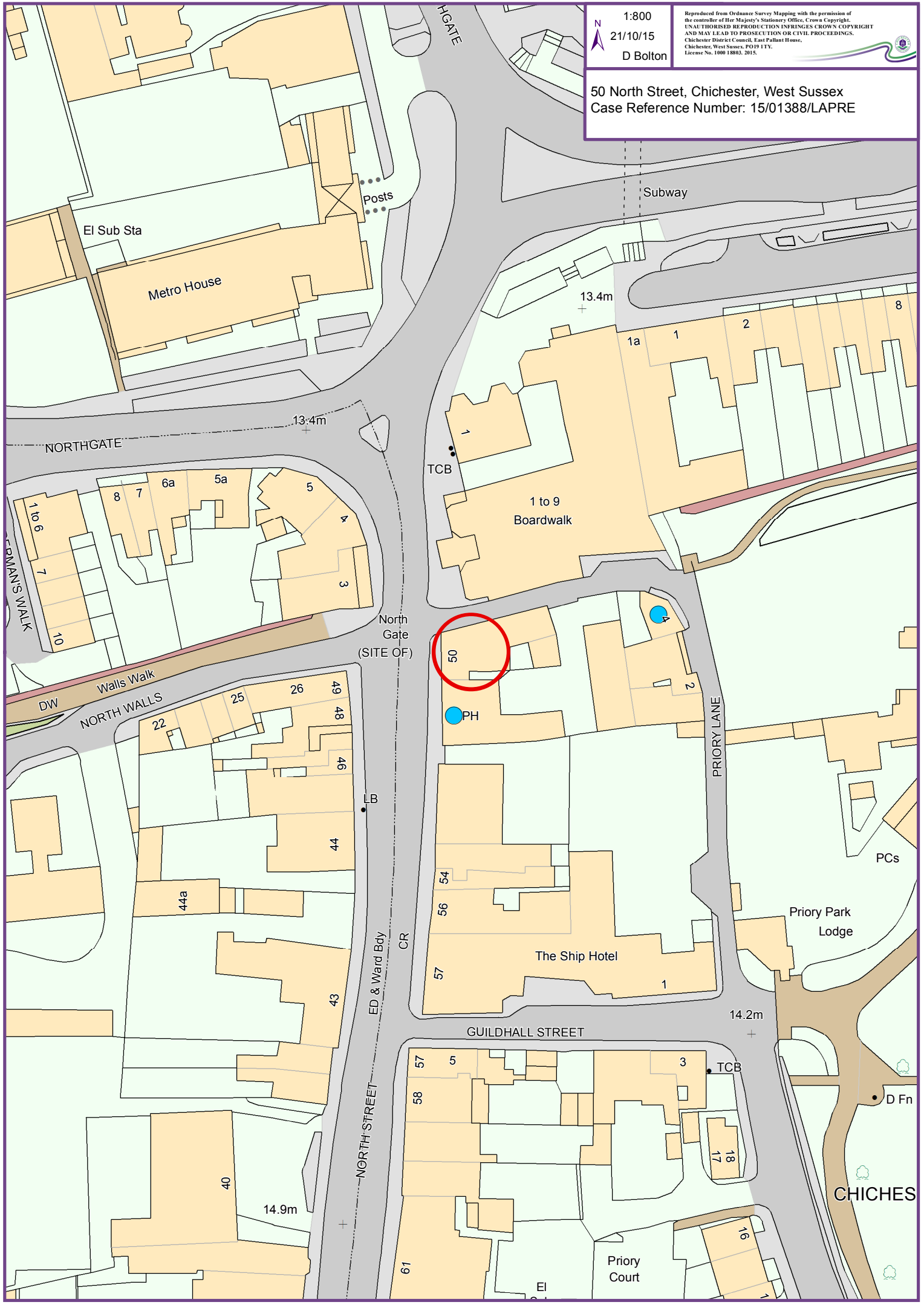
Map center: 486091, 105212

50 North Street
Chichester
West Sussex
PO19 1NQ

1:800
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50 North Street, Chichester, West Sussex
Case Reference Number: 15/01388/LAPRE



- 50, NORTH STREET.

CHICHESTER.

WEST SUSSEX.

PO19 1NQ.

- GROUND FLOOR LEASE PLAN.

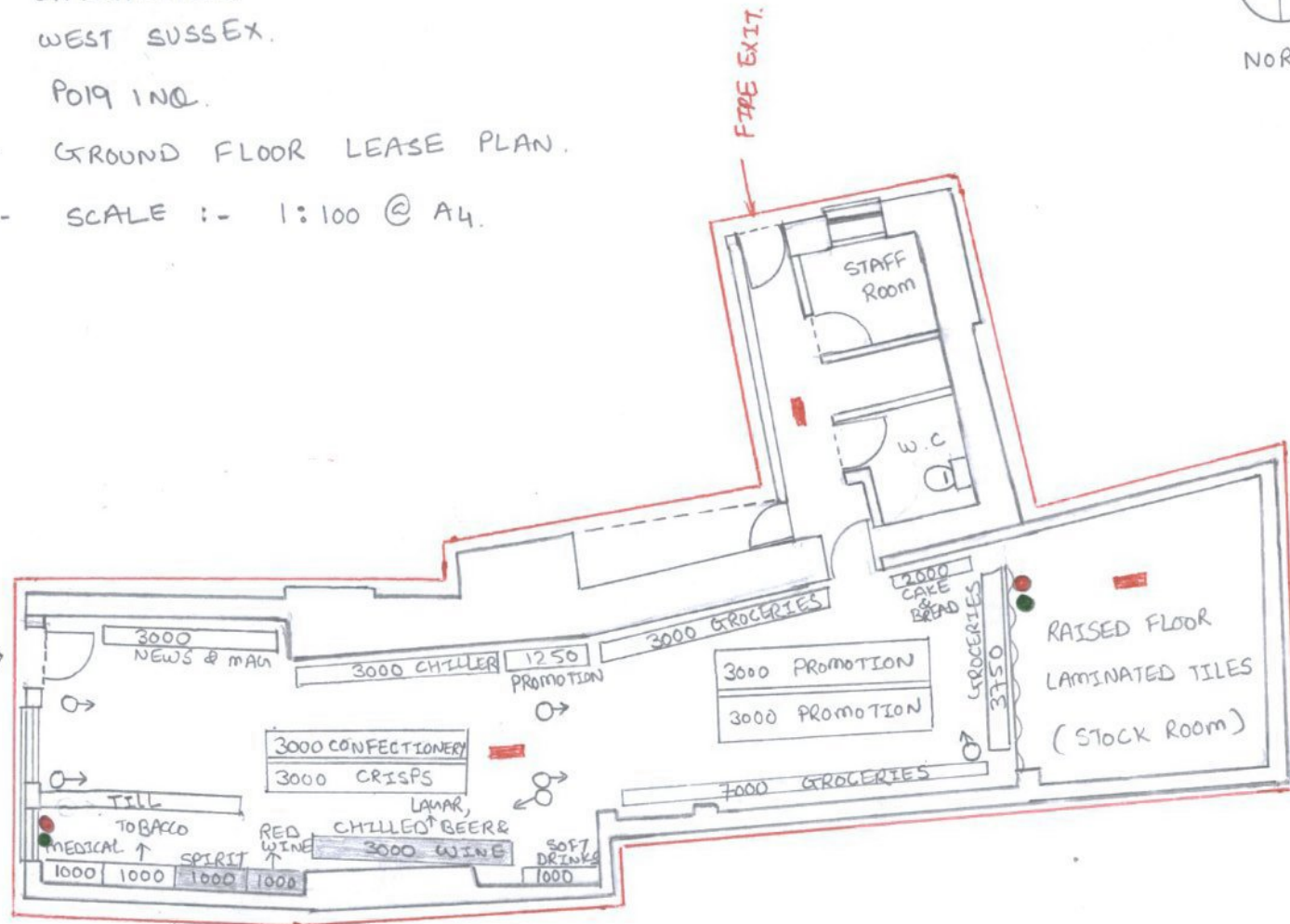
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NORTH

NORTH STREET

RETAIL
ENTRANCE



SMOKE ALARM.

- = AREA OF LICENSABLE ACTIVITIES
- = CO₂ FIRE EXTINGUISHER LOCATION
- = WATER FILLED EXTINGUISHER LOCATION
- = OFF LICENCE DISPLAY BAYS/AREA
- O → = C.C.T.V CAMERA LOCATION & VIEW DIRECTION.



FORM: L09

Case Reference Number:
(office use only)

£190
CAN - 87790

LICENSING AUTHORITY

Chichester District Council, East Pallant House, East Pallant, Chichester, West Sussex, PO19 1TY

**Application for a Premises Licence to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I/We ...HIRAL SHAH..... (insert name(s) of applicant) apply for a Premises Licence under Section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant Licensing Authority in accordance with Section 12 of the Licensing Act 2003.

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description	
50, North Street , Chichester	
Post town Chichester	Post code PO19 1NQ.

Telephone number at premises (if any)

N/A

Non domestic rateable value of premises

£27,500.00

Part 2 – Applicant Details

Please state whether you are applying for a Premises Licence as:

Please tick as appropriate

- a) an individual or individuals*
- b) a person other than an individual*
- i. as a limited company
- ii. as a partnership
- iii. as an unincorporated association or
- iv. other (for example a statutory corporation)

☒ Y please complete section (A)

☐ please complete section (B)

☐ please complete section (B)

☐ please complete section (B)

☐ please complete section (B)

- | | | |
|---|--------------------------|-----------------------------|
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input type="checkbox"/> | please complete section (B) |
| e) the proprietor of an educational establishment | <input type="checkbox"/> | please complete section (B) |
| f) a health service body | <input type="checkbox"/> | please complete section (B) |
| g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital | <input type="checkbox"/> | please complete section (B) |
| ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England | <input type="checkbox"/> | please complete section (B) |
| h) the Chief Officer of Police of a police force in England and Wales | <input type="checkbox"/> | please complete section (B) |

*If you are applying as a person described in (a) or (b) please confirm:

Please tick

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☒

I am making the application pursuant to a

Statutory function; or

A function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr

☐

Mrs

☒

Miss

☐

Ms

☐

Other title
(for example, Rev)

☐

Surname

First names

SHAH

HIRAL

I am 18 years old or over

☒

Please tick if yes

Current postal address
if different from
premises address

50, NORTH STREET

Post Town

CHICHESTER

Postcode

PO19 1NQ

Daytime contact telephone number

Email address (optional)

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr

☐

Mrs

☐

Miss

☐

Ms

☐Other title
(for example, Rev)☐

Surname

First names

I am 18 years old or over

☐

Please tick if yes

Current postal address
if different from
premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name

Address

Registered number (where applicable)

Description of applicant (for example, partnership, company, unincorporated association etc.)

Telephone number (if any)

E-mail address (optional)

Part 3 - Operating Schedule

When do you want the Premises Licence to start?

Day		Month		Year			
3	0	0	9	2	0	1	5

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day		Month		Year			

Please give a general description of the premises (please read guidance note 1)

** RETAIL UNIT IS SITUATED IN END OF NORTH STREET, CHICHESTER. IT IS GROUND FLOOR LOCKUP RETAIL UNIT APPROX 900 SQ. FT.

** I WOULD LIKE TO OPEN CONVENIENCE STORE IN THIS PREMISIS. THIS BUSINESS IS RELATED TO LICENSING ACTIVITIES SO WE LIKE TO APPLY FOR PREMISIS LICENCE TO OPERATE THIS BUSINESS.

If 5000 or more people are expected to attend the premises at any one time, please state the number expected to attend

--

If 5000 or more people are expected to attend the premises at any one time, please state the number expected to attend

What licensable activities do you intend to carry on from the premises?

(Please see Sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)

h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) ☐

Provision of late night refreshment (if ticking yes, fill in box I) ☐

Supply of alcohol (if ticking yes, fill in box J) ☐

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 4)		
Thur					
Fri					
Sat			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of a films take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur					
Fri					
Sat			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 4)
Tue			
Wed			
Thur			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list. (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	
			Indoors	
			Outdoors	
			Both	
Day	Start	Finish		
Mon			Please give further details here (please read guidance note 3)	
Tue			State any seasonal variations for the boxing or wrestling entertainment (please read guidance note 4)	
Wed			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list. (please read guidance note 5)	
Thur				
Fri				
Sat				
Sun				

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur					
Fri					
Sat			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list. (Please read guidance note 5)		
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur					
Fri					
Sat			Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sun					

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)		Indoors	
					Outdoors	
					Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)			
Mon						
Tue						
Wed						
Thur			State any seasonal variations for the performance of dance (please read guidance note 4)			
Fri						
Sat			Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list. (please read guidance note 5)			
Sun						

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing			
			Will this entertainment take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)		Indoors	
					Outdoors	
Day	Start	Finish	Please give further details here (please read guidance note 3)			
Mon						
Tue			State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)			
Wed						
Thur			Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within e), f) or g) at different times to those listed in the column on the left, please list. (please read guidance note 5)			
Fri						
Sat						
Sun						

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur					
Fri					
Sat			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the sale of alcohol be for consumption on or off the premises or both – please tick (✓) (please read guidance note 7)	On the premises	
				Off the premises	Y
				Both	
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon	07:00:00	21:00:00			
Tue	07:00:00	21:00:00			
Wed	07:00:00	21:00:00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Thur	07:00:00	21:00:00			
Fri	07:00:00	21:00:00			
Sat	07:00:00	21:00:00			
Sun	08:00:00	20:00:00			

State the name and details of the individual whom you wish to specify on the licence as

Designated Premises Supervisor

Name MR. CHIRAG B JOGI

Address



Postcode



Personal Licence number (if known) 3815-07_00236_LAPER

Issuing Licensing Authority (if known) CHICHESTER DISTRIC COUNCIL.

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

N/A

L

Hours premises are

State any seasonal variations (please read guidance note 4)

open to the public Standard days and timings (please read guidance note 6)			
Day	Start	Finish	
Mon	07:00:00	21:00:00	
Tue	07:00:00	21:00:00	
Wed	07:00:00	21:00:00	
Thur	07:00:00	21:00:00	
Fri	07:00:00	21:00:00	
Sat	07:00:00	21:00:00	
Sun	08:00:00	20:00:00	
Non standard timings. Where you intend to open the premises to be open to the public at different times from those listed in the column on the left, please list. (please read guidance note 5)			

M

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d, e) (please read guidance note 9)

TO PROMOTE ALL FOUR LICENCEING OBJECTIVES WE WILL KEEP STRONG MANAGEMENT CONTROL & EFFECTIVE TRAINING TO ALL STAFF SO THEY ARE AWARE OF THE PREMISIS LICENCE & REQUIREMENT OF ALL OBJECTIVE.

b) The prevention of crime and disorder

TO PREVENTION OF CRIME AND DISORDER.

- IF ANY WILL LIASE WITH LOCAL POLICE.
- DO NOT SELL ALCOHOL TO DRUNK OR UNDER AGE CUSTOMERS & DO NOT SELL CIGARETTES TO UNDER AGE.
- CCTV SYSTEM INSTALL WITH RECORDING OPTION AVAILABLE.

c) Public safety

PUBLIC SAFETY

- FIRSTAID KIT AND FIRE EXTRINGUTION WILL BE PLACE AT THE PREMISIS.
- SMOCK ALARM AND LED FIRE EXIT SIGN WILL BE PLACE ON PREMISIS.
- FIRE SAFETY STAFF TRAINING RECORDS AND INSTRUMENTS SERVICE RECORDS WILL BE KEPT ON PREMISIS.
- ANY INCIDENT LOGBOOK KEPT BEHIND THE COUNTER ALL THE TIME.

d) The prevention of public nuisance

THE PREVENTION OF PUBLIC NUISANCE

- IF ANY PROBLEM CUSTOMER WILL ASK TO LEAVE QUITELY PREMISIS & REPORT TO POLICE IF REQUIRED.
- IN PREMISIS NO COMMERCIAL KITCHEN OR LOUD MUSIC OPERATE ANY TIME.
- GENERAL STORE WASTE WILL BE COLLECT BY RUBBISH COLLECTOR.
- NO OVERLIGHTING IN OR OUT OF PREMISIS.

e) The protection of children from harm

THE PROTECTION OF CHILDREN FROM HARM

- PROOF OF AGE SCHEME (CLEAR CHALLENGE 25 POSTER IN SHOP AND SHOP FRONT).
- NO SALE OF ALCOHOL UNDER AGE 18 & LOGBOK WILL BE KEPT BEHIND THE COUNTER ALL THE TIME & RECORD OF ANY INCIDENT.

Please tick ✓

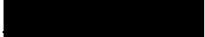
- I have made or enclosed payment of the fee.
- I have enclosed a plan of the premises.
- I have sent copies of this application and the plan to Responsible Authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be Designated Premises Supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

Y
Y
Y
Y
Y
Y

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's Solicitor or other duly authorised agent (see guidance note 11). **If signing on behalf of the applicant, please state in what capacity.**

Signature 

Date ...02-09-2015.....

Capacity ...OWNER.....

For joint applications, signature of 2nd applicant or 2nd applicant's Solicitor or other authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature

Date

Capacity


Contact Name (where not previously given) and address for correspondence associated with this application (please read guidance note 19)

MRS. HIRAL A SHAH



Post town 

Post code 

Telephone number (if any) 

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)

[REDACTED]

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which would be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example Solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

UK POLICE REQUIREMENTS FOR DIGITAL CCTV SYSTEMS

This document offers guidance to potential users of digital CCTV systems, where the pictures are intended to be used by the police or are likely to be used in an investigation. For CCTV recordings to be effective in detecting and investigating crime they must be fit for purpose and easily accessible by police investigators. For digital CCTV there are four main areas that must be considered:

QUALITY - are the pictures good enough?

STORAGE - are the pictures stored appropriately?

EXPORT - can the pictures be easily exported from the system?

PLAYBACK - can the pictures be easily viewed by authorised third parties?

By ensuring that your digital CCTV system is capable of meeting a few simple requirements, the potential evidential value of the pictures can be greatly increased and the time taken by the police to access and process them greatly reduced. Supporting notes are provided on the reverse of this sheet to clarify the requirements.

QUALITY WHAT RESOLUTION? WHAT COMPRESSION? HOW MANY PICTURES PER SECOND?



1. Specify your requirement - decide what you want to see and where, and select a system that will do it.
2. View the recorded pictures or print out, not the live screen, to assess the system performance.
3. The system clock should be set correctly and maintained (taking account of GMT and BST).
4. Picture quality should not be reduced to fit the available storage capacity of the system.
5. Regular maintenance should be conducted on all aspects of the system.

STORAGE WHAT SHOULD I KEEP? HOW SHOULD I KEEP IT?



6. The system should be operated and recorded pictures retained in a secure environment.
7. Electronic access controls, such as passwords or encryption, should not prevent authorised access to the system or recordings.
8. The system should have sufficient storage capacity for 31 days good quality pictures.
9. The system should be capable of securing relevant pictures for review or export at a later date.

EXPORT HOW MUCH VIDEO SHOULD THE SYSTEM EXPORT AND IN WHAT FORMAT?



10. A system operator should be available who is able to replay and export recordings.
11. A simple system operator's manual should be available locally to assist with replay and export.
12. The operator should know the retention period of the system and export time for various amounts of data.
13. The system should be able to quickly export video and stills to a removable storage-medium, with time and date integral to the relevant picture.
14. Export should include any software needed to view or replay the pictures.
15. The system should have an export method proportionate to the storage capacity.
16. Pictures should be exported in the native file format at the same quality that they were stored on the system.

PLAYBACK CAN THE PICTURES BE EASILY VIEWED?



17. The playback software should:
 - have variable speed control including frame by frame, forward and reverse viewing;
 - display single and multiple cameras and maintain aspect ratio i.e. the same relative height and width;
 - display a single camera at full resolution;
 - permit the recording from each camera to be searched by time and date;
 - allow printing and/or saving (e.g. bitmap) of pictures with time and date.
18. The time and date associated with each picture should be legible.
19. Once exported to removable media it should be possible to replay the files immediately.

QUALITY - are the pictures good enough?

1. Before installing a CCTV system you should have a clear idea of what you want the system to do and how it should perform. This should include exactly what you want to see and where, e.g. recognise the face of someone walking through a doorway, read a vehicle registration number or record a particular type of activity, such as walking across a room, exchange of money or an assault. More detailed guidance on how to do this can be found in PSDB publication 17/94 CCTV Operational Requirements Manual. This is available free from the Home Office website. http://www.homeoffice.gov.uk/docs/or_manual.pdf

There are no definitive performance criteria for video to be legally admissible. It is for the court to decide whether the pictures are accepted, and this is done on the grounds of relevance to the case, reliability of the evidence, etc. The appropriate resolution, level of compression and number of pictures per second will be determined by what you wish to see in the recording. If you can't see it then it's not fit for purpose. It should not be expected that enhancement features, such as zoom controls, will provide extra detail.

A good way to ensure that the system is capable of achieving the requirement is to do a subjective test. Set-up a camera and get a volunteer to walk through the door or park a car in the place of interest and record the pictures. This should be done under the conditions that the system is intended to be used - performance of the system may be different when there are a number of cameras being recorded.

2. The quality of the recorded or printed pictures may differ from the live display.
3. Time and date information is often critical to an investigation. If it is incorrect this can drain police time and resources.
4. The quality of the pictures should not be compromised to allow more to be squeezed onto the system. There is some scope however for using a sliding scale of image quality based on time since recording. For example, high quality high frame rate video for the first 24 hours with gradually increasing compression or decreasing frame rate after this, but retaining useful images up to 31 days. This would be dependent on the nature of the installation and the type of recordings being made. Guidance should be sought from your local police force.
5. To ensure continued quality of recording it is essential that regular maintenance of all aspects of the system be conducted - especially camera focus, cleaning of lenses, housings, etc.

STORAGE - are the pictures stored appropriately?

6. Access to the system and recorded images should be controlled to prevent tampering or unauthorised viewing. A record should be kept of who has accessed the system and when. Further information on this can be found in the BSI document 'Code of Practice for Legal Admissibility of Information Stored Electronically' (BIP0008) or from your local Crime Prevention Officer.

7. Electronic protection methods that require proprietary software or hardware will hinder an investigation if they prevent the pictures from being provided to authorised third parties, e.g. police and CPS. Physical methods of access control, e.g. system in a locked room, are just as effective if documented appropriately.
8. It is important that recordings cover a sufficiently long period to assist in investigations. Retention beyond 31 days may be useful in some circumstances, but should not affect the quality of the more recent recordings.
9. It should be possible to protect specific pictures or sequences, identified as relevant to an investigation, to prevent overwriting before an investigator can view or extract them.

EXPORT - can the pictures be easily exported from the system?

10. and 11. It is unlikely that the investigator will be familiar with the operation of your system. To facilitate replay and export a trained operator and simple user guide should be available locally.
12. and 13. Export of medium and large volumes of data can take a substantial period of time. The operator should know the retention period of the system and approximate times to export short (e.g. 15 minutes), medium (e.g. 24 hours), and large (up to all of the system) amounts of data.
14. If the software needed to replay the pictures is not included at export, viewing by authorised third-parties can be hindered. Export of a system event log or audit trail, and any system settings with the pictures will assist with establishing the integrity of the pictures and system.
15. The amount of video that an investigator will need to export will be dependent on the nature of the investigation. For example a shop robbery may only require a few stills or a short sequence, however a more serious incident such as a murder or terrorist related enquiry may require anything up to all the video contained on the system to be exported. It is essential that the system is capable of doing this quickly and to an appropriate medium. An ideal solution for medium-to-large downloads, would be for the system to have the facility to export to a 'plug-and-play' hard drive. Export and recording should be possible at the same time without affecting the performance of the system.
16. The system should not apply any compression to the picture when it is exported from the system as this can reduce the usefulness of the content. Also, the picture should not undergo any format conversion that affects the content or picture quality.

PLAYBACK - can the pictures be easily viewed by authorised third parties?

17. and 18. The replay software must allow the investigator to search the pictures effectively and see all the information contained in the picture and associated with it.
19. It should be possible to replay exported files immediately e.g. no re-indexing of files or verification checks.

From:Licensing
Sent:29 Sep 2015 08:17:36 +0100
To:Tia Menecier
Subject:FW: 50 North street.chichester P019 1NQ

Licensing Team
Chichester District Council
Tel: 01243 534734 | Fax: 01243 776766 | licensing@chichester.gov.uk | <http://www.chichester.gov.uk>
www.facebook.com/ChichesterDistrictCouncil | www.twitter.com/ChichesterDC

From: JAMES PARKER [REDACTED]
Sent: 28 September 2015 19:50
To: Licensing
Subject: 50 North street.chichester P019 1NQ

Dear Sir or Madam,
In reference to the abve application ,I would like to make the following comment being a resident in 4 Priory Lane. There are already several similar outlets nearby in St Pauls road opposite The Rainbow pub and the Co OP at the former Hope Pub site.

In North street itself off sales are available in the various pubs as well as Hennings Wine shop. My main objection is that it will be open till 9pm everyday and on sundays till 8pm. With its close proximitey to the lane which leads into Priory Park via the doorway onto the wall Walk, peaceful garden and the childrens play area ,this store will provide easy access to to CHEAP acoholic drinks being taken into the park not only during daylight hours but also after dark. Currently there is problems with groups of young people already climbing into the Park after the park has closed offically to party! There may also be the temptation of taking purchased drinks into the Hockey club social club events as well as park events in general and the George and Dragon Public House who have secondry rear entrances located in Priory Lane.

The area is well served by Good News, the newsagents in St Martins who are NOT licensed and stay open only till 6pm every day of the week and provide full newsagents service including paper deliveries. In my experience these "one stop" style shops are really in business to sell cheap drinks ,Micro waved "Litter snacks" and cigarettes and will only add to the burden of the Park wardens who are kept very busy already.
yours sincerley,

J.A parker.

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publicaccess2@chichester.gov.uk

From:publicaccess2@chichester.gov.uk
Sent:18 Sep 2015 21:35:20 +0100
To:David Knowles-Ley
Subject:Comments for Licensing Application 15/01388/LAPRE

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 9:34 PM on 18 Sep 2015 from Mr lee howard.

Application Summary

Address: 50 North Street Chichester West Sussex PO19 1NQ
Proposal: Premises Licence
Case Officer: David Knowles-Ley

[Click for further information](#)

Customer Details

Name: Mr lee howard
Email: 
Address: Not Available

Comments Details

Commenter Type: Member of Public
Stance: Customer objects to the Licensing Application
Reasons for comment:

Comments: 9:34 PM on 18 Sep 2015 Another news agents selling alcohol in an area swamped with more of the same, we don't need another licensed shop with two others both within 500m. It will only bring youths and other people hanging around creating noise. This premises is next to a pub so these people mixing together will create problems and with it so close to Priory park im sure this will create a new anti social area for people upsetting all the residence. Like the Tesco in South Street.

From:Helen.Manley@sussex.pnn.police.uk

Sent:30 Sep 2015 12:18:10 +0100

To:Licensing

Cc:Tia Menecier

Subject:FW: APPLICATION FOR A VARIATION OF A PREMISES LICENCE TO BE GRANTED UNDER THE LICENSING ACT 2003 FOR 50 NORTH STREET, CHICHESTER, PO19 1NQ

Good Afternoon,

I can confirm subject to the requested conditions being attached to the licence when granted Sussex Police have resolved representation.

Kind Regards

Helen

Helen Manley

Assistant Licicer

Neighbourhood Licensing Team, W. Sussex

Tel: 101 Ext. 581179

Mobile: 07771807982

Direct Dial: 01273 404030

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From: ankur shah [REDACTED]

Sent: Tuesday 29 September 2015 10:14

To: Manley Helen 30321

Subject: Re: APPLICATION FOR A VARIATION OF A PREMISES LICENCE TO BE GRANTED UNDER THE LICENSING ACT 2003 FOR 50 NORTH STREET, CHICHESTER, PO19 1NQ

Good morning,

I receive your e-mail and i am happy to accept all terms & conditions.

Thank you.

Hiral shal.

50-North street.

Chichester. PO19 1NQ.

From: Helen.Manley@sussex.pnn.police.uk <Helen.Manley@sussex.pnn.police.uk>;
To: <licensing@chichester.gov.uk>; <lfoord@chichester.gov.uk>;
Cc: [REDACTED]
Subject: APPLICATION FOR A VARIATION OF A PREMISES LICENCE TO BE GRANTED UNDER THE LICENSING ACT 2003 FOR 50 NORTH STREET, CHICHESTER, PO19 1NQ
Sent: Tue, Sep 15, 2015 11:55:46 AM

Afternoon,

APPLICATION FOR A VARIATION OF A PREMISES LICENCE TO BE GRANTED UNDER THE LICENSING ACT 2003 FOR 50 NORTH STREET, CHICHESTER, PO19 1NQ

Please find attached Sussex Police representation. If you wish to discuss this matter further please do not hesitate to contact me.

Kind Regards

Helen

Helen Manley
Assistant Licensing Officer
Neighbourhood Licensing Team, W. Sussex

Tel: 101 Ext. 581179
Mobile: 07771807982
Direct Dial: 01273 404030

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West Sussex Division Neighbourhood Licensing Team

Tuesday 15th September 2015

Dear Mr Foord

**APPLICATION FOR A VARIATION OF A PREMISES LICENCE TO BE GRANTED UNDER
THE LICENSING ACT 2003 FOR 50 NORTH STREET, CHICHESTER, PO19 1NQ**

I write on behalf of the Chief Officer of Police for Sussex to raise a representation against the grant of the above application on the grounds of Prevention of Crime and Disorder and the Protection of Children of Harm.

In principle Sussex Police have no objections to the application and what it is proposing. The operating schedule provided identifies a few basic steps, however the measures proffered need slight emendation in order to effectively promote the licensing objectives. Sussex Police propose the below conditions which we believe are enforceable, clear and concise and ensure all four licensing objectives are promoted.

If the applicant is agreeable to the proposed conditions, Sussex Police can resolve this representation.

- The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The recommended forms of ID that will be accepted are passports, driving licences with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram. The list of approved forms of ID may be amended or revised with the prior written agreement of Sussex Police and the Licensing Authority without the need to amend the licence or conditions attaching to it.
- A list of staff members who are authorised to sell alcohol on the premises shall be kept. This shall be endorsed by the DPS with the date such authorisation commences. Each of these staff members shall receive full training pertinent to the Licensing Act, specifically in regard to 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 and refresher training thereafter at intervals of no more than twelve (12) weeks. All restricted sales training undertaken by staff members shall be fully documented and signed by the employee and the DPS. These records shall be kept for a minimum of twenty four (24)

Sussex Police, Neighbourhood Licensing Team
Centenary House, Durrington Lane, Worthing,
West Sussex. BN13 2PQ
Telephone: 01273 404030

months, and made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Officers or Licensing staff.

- 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 four (4) 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 (24) months, and made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Officers or Licensing staff
- Alcohol products will not be displayed within a three (3) metre radius of the front entrance other than behind the serving counter out of reach of the public.
- 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.

If you wish to discuss this further please do not hesitate to contact me.

Yours sincerely



Chief Inspector Burtenshaw
District Commander

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