

The following is an overview prepared by the Licensing Team. It contains the conditions originally proposed by Sussex Police in their representation dated 29th October 2018 and the subsequent mediation that has taken place.

13th November 2018

1. 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 to cover the ice rink the bar areas and the entrance to the premises. 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 (including for 31 days after the premises closes on the 13th January 2019).
 - d) 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.
 - e) The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy.
 - f) 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.
 - g) Any breakdown or system failure will be remedied as soon as practicable with actions taken in this regard being recorded.
2. Security Industry Authority (SIA) door supervisors shall be deployed at the premises from 21:00 hours until 30 minutes after closing time every Friday, Saturday Sunday evenings and on any evening when the premises remains open beyond 22:00. There shall be a minimum of one door supervisor to every 100 or part 100 customers plus one additional Door Supervisor at the main entrance. Those performing the role of a Door Supervisor will not perform any other role when engaged for the purpose of Door Supervision activities
3. All SIA door staff will use radios (or similar) to contact each other and the event manager/DPS. All SIA door staff shall wear hi-visibility vests, clearly identifiable to members of the public/Sussex Police
4. SIA door supervisors shall complete incident logs prior to the end of their shift.
5. The supply of alcohol shall cease 20 minutes prior to the closure of the premises
6. All alcohol will be other shatterproof type glasses such as polycarbonate, or sold in plastic bottles with the lid removed. No glass receptacles will be in use at the premises
7. Abandoned "glass ware" and bottles will be cleared away on a regular basis.
8. Food and/or drink shall not be allowed onto the ice. Food orders shall cease 15 minutes prior to closing of the premises
9. A dispersal policy shall be documented and communicated to all members of staff to whom it relates. (e.g. SIA door supervisors, the DPS, event management staff, stewards)

~~10. No admittance after 21:00 hours.~~ **Replaced with proposed condition drafted by Licensing Team based on mediation:**

10. No admittance to the licensed area after 21:00 hours except on Christmas Eve and New Year's Eve when admittance is permitted until 22:00, but only where a ticket has been pre-purchased prior to 17:00 on either of these specific days.

11. Notices will be put up asking all customers to leave the venue quietly and in an orderly manner.

12. All staff members engaged or to be engaged, in selling alcohol at the premises shall receive induction training. This training will take place prior to the selling of such products and shall include

- The lawful selling of age restricted products including proxy sales
- Refusing the sale of alcohol to a person who is drunk
- Responsibilities for vulnerable persons.

b) Further verbal reinforcement/refresher training will be carried out weekly.

c) All such training undertaken by staff members shall be fully documented and recorded including date and time. All training records shall be made available to Sussex Police, officers of the local authority and officers from the Trading Standards Team upon request.

13. 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 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.

14. Signage advertising the "Challenge 25" policy will be displayed in prominent locations inside the premises at purchase points for the tickets and upon the tickets.

15. 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 or specified manager each night. 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 four (4) months, and made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Officers or Licensing staff

~~16. Children under the age of 18 years must be accompanied by a responsible adult.~~ **Replaced with proposed condition agreed between both parties during mediation:**

16. Children under the age of 14 must be accompanied by a responsible adult at all times.

17. Children under the age of 18 years are not permitted on the premises after 21:00 hours. **Licensing Team suggests this is revised to the following as a result of changes to 16 above:**

17. Persons under the age of 18 years are not permitted on the premises after 21:00 hours.

18. Each separate area serving alcohol shall have a personal licence holder present at all times alcohol is being sold.

19. All stewards shall be trained and have a clearly written statement of duties and site plan.

20. Tickets shall clearly show all age restrictions, ID policies and alcohol restrictions which are in place in conjunction with this event.

~~21. Wrist bands of durable material shall be issued to persons over the age of 18 years. Replaced with proposed condition drafted by Licensing Team based on mediation:~~

21. Wristbands of durable material shall be issued to all persons in accordance with the following:

- (a) Persons aged under 14 – A wristband which allows a contact telephone number to be inserted;
- (b) Persons aged 14 to 17 – A wristband which clearly identifies that the person is not permitted to purchase or be supplied with alcohol; and
- (c) Persons aged 18 and over – A wristband which clearly identifies that the person is aged over 18 in accordance with the 'Challenge 25 policy'.

22. Signs shall be clearly displayed stating that 'No alcohol shall be brought onto the site'

23. On occasions where the premises is to remain open past 22:30 a documented risk assessment is to be made to include but not restricted to: the numbers of SIA on duty, entry by pre purchased tickets only, use of the rink during midnight of the 31st December/1st January