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9<sup>th</sup> April 2021

Mr David Knowles-Ley  
Licensing Unit  
Chichester District Council  
East Pallant House  
1 East Pallant  
Chichester  
PO19 1TY

Dear Mr Knowles-Ley,

**RE: APPLICATION FOR A PREMISES LICENCE FOR THE COMMUNITY HALL,  
DONEGALL AVENUE, CHICHESTER, WEST SUSSEX, PO19 6DF. 21/00301/LAPRE.  
UNDER THE LICENSING ACT 2003.**

I write on behalf of the Chief Officer of Police for Sussex to raise a representation in respect of this application on the grounds of all four licensing objectives.

This is an application for a small village hall complex with the following:

- Opening hours 09:00 to 22:00, seven days a week.
- Supply of alcohol (on sales only) 09:00 to 22:00, seven days a week.

The conditions to promote the licensing objectives set out by the applicant in section M of the application consist of a brief list of one sentence bullet points. These include "CCTV all in place" and "restricted opening hours in place". There is the sentence "areas with glassware – out of reach"..... what does this mean? We would expect more detail and information on all of

these points, together with actual meaningful and enforceable wording of actual proposed conditions being offered. Licence conditions need to be clear, concise and enforceable.

A further point of concern is that accompanying this premises licence application is an application for the mandatory alcohol condition under the Licensing Act 2003 requiring a Designated Premises Supervisor in respect of a Premises Licence to be disapplied. Subsequently there will be no DPS on site. Instead the premises will ensure that all hirers of the premises sign a contract for hirers. The applicant encloses a copy of the proposed contract for hirers, which consists of a questionnaire with a number of tick boxes. We have some concerns about the question "Is alcohol to be provided at the event(s) – yes/no." This is followed by a statement which says "If yes, you will need to seek written permission for a licence – please provide a copy of this prior to hire". This statement is rather confusing and unclear. Is it saying that the hirer must apply for their own Temporary Event Notice in their own name? Is it saying the hirer must have a separate letter from the Premises giving the hirer express permission to use the Chichester Community Development Trust premises licence to sell alcohol? It is all very confusing and unclear.

If we then refer to the booking terms and conditions, and particularly paragraph 4 which says the hirer shall be responsible for obtaining such licenses as may be needed whether for the sale or supply of intoxicating liquor. So are we saying that the only time the premises licence being applied for will be utilized for the sale of alcohol is when the Chichester Community Development Trust are running their own events, as opposed to hiring the venue out? If so, then should there be a DPS and far greater and more detailed conditions being offered in part M of the application? If not, then why is this licence being applied for in the first place if all hirers are expressly being told to apply for their own licenses (presumably TENS) in their own name?

With reference to site plans, there is no red line to clearly delineate the proposed licensed area.

In summary Sussex police having viewed the application, have serious concerns that the operating schedule provided lacks significant detail preventing full & proper consideration.

The applicant has not provided sufficient information in the operating schedule pertaining to the use of the licence or of the precise measures in place to promote the licensing objectives. It appears that this is through a misunderstanding of the requirements of the application form and/or the Licensing Act 2003.

The premises hire form appears contradictory regarding the need for an alcohol licence. The sale of alcohol needs to cease prior to the closure of the premises to allow a reasonable time for the consumption of alcohol in an orderly and controlled manner.

Whilst we appreciate and acknowledge that the applicant is a charitable organization, we request that this application is withdrawn by the applicant, and a new application is submitted at a later date having taken proper legal advice. The contents of the application needs substantial modification and improvement to allow responsible authorities to give proper and informed decisions and feedback.

Yours sincerely,



**Inspector Dan Hiles**  
**Local Policing Support Team**  
**Criminal Justice and Custody Department**