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21<sup>st</sup> October 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 NEW PREMISES LICENCE FOR DARTAGNAN, 39 NORTH STREET, CHICHESTER, PO19 1LX. UNDER THE LICENSING ACT 2003. YOUR REF: 21/00501/LAPRE.**

I write on behalf of the Chief Officer of Police for Sussex to raise a representation in respect of this new application on the grounds of the prevention of crime and disorder and the protection of children from harm.

This application is for menswear shop to supply alcohol on sales 10:00 to 20:00 Monday to Saturday and 11:00 to 16:00 on a Sunday.

Following discussions between the applicant Mr Horstead and our office, the following new and revised licence conditions have been agreed to promote the licensing objectives.

## The Prevention of Crime & Disorder:

The supply of alcohol will be ancillary to the main purpose of the premises which is clothing retail.

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 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 and outside 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 GDPR 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 (or other electronic portable device acceptable to Sussex Police) 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.

In the event of the CCTV system hard drive being seized as evidence as part of a criminal investigation by Sussex 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.

An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises and any refusals of alcohol. The incident log will be inspected and signed off by the DPS (or a person with delegated authority) at least once a month. The log book should be kept on the premises and be available for inspection at all times the premises are open by officers of any responsible authority. An incident will be defined as being one which involves an allegation of a criminal offence.

Patrons will not be permitted to take drinks in open containers to consume outside on the pavement/public highway beyond the outside licensed area of the premises whilst smoking or otherwise congregating outside of the premises.

**For the Protection of Children from Harm:**

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 licenses with a photograph, photographic military ID or proof of age cards bearing the “PASS” mark hologram.

Suitable and sufficient signage advertising the “Challenge 25” policy will be displayed in prominent locations in the premises.

The Premises Licence Holder shall ensure that all staff members engaged or to be engaged, in selling alcohol at the premises shall receive the following induction training. This training will take place prior to the selling of such products:

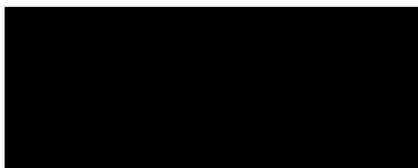
- The lawful selling of age restricted products
- Refusing the sale of alcohol to a person who is drunk

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

All such training undertaken by staff members shall be fully documented and recorded and signed and dated by both the employee and the DPS. All training records shall be kept on the premises and made available to officers of any responsible authority upon request.

I enclose an email confirmation from Mr Horstead confirming his acceptance of the new and revised conditions above. Accordingly I confirm that Sussex Police now withdraw their representation subject to the above new and revised conditions being added to the new licence in their entirety.

Yours sincerely,



**Inspector David Derrick CD295  
West Sussex Licensing Inspector  
Sussex Police**