

Licensing Act 2003 Premises Licence - Part A

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

Premises Licence Number - 3815/15/01444/LAPREM Issued in substitution for licence 3815/15/01269/LAPRED previously granted

Part 1 – Premises details

Postal address of premises, or if none, ordnance survey map reference or description, including post town, post code

The Vestry
21 - 23 Southgate
Chichester
West Sussex
PO19 1ES

Telephone number 01243 773358

Where the licence is time limited the dates

Not Applicable

| Licensable activities authorised by the licence | | |
|---|----------|--|
| Activity | Location | |
| Performance of Live Music | Indoors | |
| Playing of Recorded Music | Indoors | |
| Late Night Refreshment | Indoors | |
| Sale by Retail of Alcohol | Indoors | |

The times the licence authorises the carrying out of licensable activities

Performance of Live Music

Standard Days and Timings
Sunday 10:00 - 23:30
Monday to Thursday 10:00 - 00:00
Friday and Saturday 10:00 - 00:30

Playing of Recorded Music

Standard Days and Timings Every Day 00:00 - 00:00





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Late Night Refreshment

Standard Days and Timings Every Day 23:00 - 01:00

Non Standard Timings New Year's Eve 23:00 - 05:00

Sale by Retail of Alcohol

Standard Days and Timings
Sunday 10:00 - 23:30
Monday to Thursday 10:00 - 00:00
Friday and Saturday 10:00 - 00:30

Non Standard Timings

Sale to residents - everyday 00:00 - 00:00

On the following nights 10:00 - 00:30

New Year's Day (1st January) Valentines Day (14th February)

Burns Night

St Davids Day (1st March)

St Patricks Day (17th March)

St Georges Day (23rd April)

Easter Sunday and Monday

Sundays immediately before and including the May Bank Holiday Mondays

Sunday immediately before and including the August Bank Holiday Monday

Halloween (31st October)

Christmas Eve and Boxing Day

27th, 28th and 30th December 10:00 - 00:30

On New Years Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31 December).

The opening hours of the premises

Standard Days and Timings

Every Day

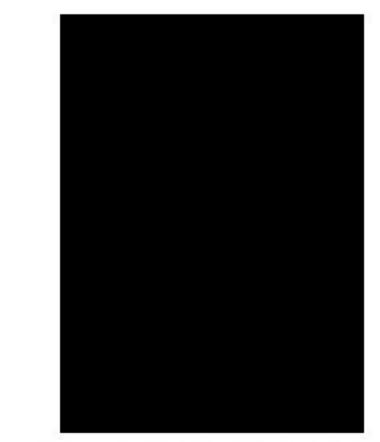
00:00 - 00:00

Seasonal variation

None

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

Alcohol is supplied for consumption on and off the premises.



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Name, (registered) address, telephone number and email (where relevant) of holder of **Premises Licence**

Sussex Inns Limited The Richmond 9 Stockbridge Road Chichester West Sussex PO19 8DT

Contact Phone Number

01553 774104

Registered number of holder, for example company number, charity number (where applicable)

Registered Business Number

07563947

Name, address and telephone number of Designated Premises Supervisor where the Premises Licence authorises the supply of alcohol



Personal Licence number and issuing authority of Personal Licence held by Designated Premises Supervisor where the Premises Licence authorises the supply of alcohol

Personal Licence Number – 1059 Licensing Authority – Winchester City Council

Annex 1 — Mandatory conditions

- Where a Premises Licence authorises the supply of alcohol, the licence must include the following conditions.
 - The first condition is that no supply of alcohol may be made under the Premises (2)Licence
 - at a time when there is no Designated Premises Supervisor in respect of the (a) Premises Licence, or
 - at a time when the Designated Premises Supervisor does not hold a (b) Personal Licence or his Personal Licence is suspended.

Signed:

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- (3) The second condition is that every supply of alcohol under the Premises Licence must be made or authorised by a person who holds a Personal Licence.
- The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
 - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises-
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to-
 - drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
- The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
 - (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
 - (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either-
 - (a) a holographic mark, or
 - (b) an ultraviolet feature.
- The responsible person must ensure that-
 - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in

advance ready for sale or supply in a securely closed container) it is available to customers in the following measures-

- (i) beer or cider: ½ pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml;
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.
- A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
 - 2. For the purposes of the condition set out in paragraph 1-
 - (a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
 - (b) "permitted price" is the price found by applying the formula-

$$P = D + (D \times V)$$

where-

- (i) P is the permitted price,
- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence-
 - (i) the holder of the premises licence,
 - (ii) the designated premises supervisor (if any) in respect of such a licence, or
 - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- (d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.
- Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
- 4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.
- 7 (1) Where a Premises Licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, the licence must include a condition that each such individual must
 - (a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
 - (b) be entitled to carry out that activity by virtue of Section 4 of that Act.
 - (2) But nothing in subsection (1) requires such a condition to be imposed-
 - (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c. 12) (premises with Premises Licences authorising plays or films), or
 - (b) in respect of premises in relation to-
 - (i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with Club Premises Certificate, under a Temporary Event Notice authorising plays or films or under a gaming licence), or
 - (ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).
 - (3) For the purposes of this section-
 - (a) 'security activity' means an activity to which paragraph 2(1)(a) of that Schedule applies, and which is licensable conduct for the purposes of that Act (see Section 3(2) of that Act) and
 - (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

Annex 2 – Conditions consistent with the operating schedule

- The premises must close to the public, other than residents, 30 minutes after the terminal hour for the supply of alcohol.
- No music is permitted in outside areas.
- The external doors must be closed at 23:30.
- No waste shall be moved between 23:00 and 07:00.
- Deliveries and collections must not be made between 23:00 and 07:00.
- No tables shall remain outside the premises and the opening windows shall be closed by 22:00.
- 7 The operator of the premises must maintain membership of the Pubwatch scheme.

- To aid the prevention of public nuisance, customers must be encouraged to leave the premises quietly.
- All persons under 16 must be accompanied by an adult at all times.
- No admission is permitted after 00:00 (Midnight).
- A telephone must be available for customers to call taxis free of charge.
- No glasses shall be removed from the premises after 21:00.
- If any licensable activities are held beyond 01:00, Security Industry Authority licensed staff must be employed for the purpose of door supervision.
- On any occasion live music is to be played, door staff are to be in place from 20:00 until all members of the public have left the venue and it is closed.
- The premises shall install a recognised electronic identification scanning system for customers entering the premises.
 - The system shall be operated at all times from 15 minutes after the time when door staff are required to be on duty (by condition number 17) at which time all persons entering the premises will be scanned.
 - The system shall have the ability to share alerts with other venues using similar ID scanning equipment, identify a hologram of an ID and read both passports and ID cards including PASS cards.
 - The system should be able to conduct tests to determine if a document is genuine or counterfeit. The system must be compliant with the Information Commissioner's Good Practice Guidance for ID scanning in clubs and bars.
 - As an exception to the use of the recognised ID scanning system to scan ALL
 customers, the name and date of birth of customers who appear to be over the age
 of 30 without ID, shall be recorded and a photographic image obtained.
 - This information will be made available to the Police Licensing Officer or Local Authority Licensing Authority Officer upon reasonable request subject to the requirements of the Data Protection Act.
 - Any breakdown or system failure will be notified to the Police immediately and remedied as soon as is practicable.
- The Designated Premises Supervisor or a Personal Licence Holder will be on the premises in a working capacity, from 20:00 hours each day until all non-resident members of the public have left the premises and its curtilage.
- A minimum of two Security Industry Authority (SIA) trained and licensed Door Supervisors shall be deployed at the premises from 20:00 hours every Friday and Saturday evening with two additional SIA registered door staff being on duty from 21:00 hours, and a further additional two SIA registered door staff from 22:00 hours until 30 minutes after closing time; they shall be deployed to cover both the main entrance and the inside of the premises.
- Those performing the roles of Door Supervisor will not perform any other role when engaged for the purposes of door supervision duties.
- Body worn video cameras shall be worn by at least one of the Door Supervisors deployed at the front of the premises and by the Door Supervisor deployed as a "floor walker".

These cameras shall be used to record all incidents of disorder and ejection and any other recordable incidents.

- Door staff shall be fully briefed prior to commencing work, with clear written instructions regarding their specific duties. Door staff will be made aware of the individuals banned by ChiBAC Pubwatch at these briefings. These records will be made available to the Licensing Authority and/or the Police upon request.
- 21 SIA Door Supervisors shall complete incident logs prior to the end of their shift. These shall include ejections, refusals, and assaults and any other occurrence which involves door supervisor intervention.
- All staff members engaged, or to be engaged in selling alcohol on the premises shall receive full training, prior to making the sale of alcohol. This shall be delivered by an external company and shall be pertinent to the Licensing Act 2003, specifically with 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 by all staff involved in the sale of alcohol and refresher training thereafter at intervals of no more than eight (8) weeks. All restricted sales training undertaken by staff members shall be fully documented and signed by the employee and the Designated Premises Supervisor. All training records shall be retained for a minimum of 24 months and shall be made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Officers or licensing staff.
- A written record of those authorised to make sales of alcohol shall be kept. This shall be endorsed by the Designated Premises Supervisor with the date such authorisation commences. This shall be made available immediately upon request to the Local Authority Licensing Officers and Sussex Police Licensing Officers.
- 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 Local Authority Licensing Officers and Sussex Police Licensing Officers.
- No off sales shall be permitted other than to hotel guests.
- Staff must ensure that all empty glasses and bottles are promptly cleared away from the public areas within the premises. Regular patrols to facilitate this are to be conducted at least hourly throughout the premises.
- Digital CCTV and appropriate recording equipment will be installed in accordance with Home Office Guidelines relating to the 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 28 days.
 - The management will give full and immediate co-operation and technical assistance to the Police in the event of 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 on to a disk for the Police without difficulty or delay and without charge to Sussex Police.
- Any breakdown or system failure will be notified to Sussex Police immediately and remedied as soon as is practicable.

Annex 3 – Conditions attached after a hearing by the Licensing Authority

None

Annex 4 – Plan(s)

The attached plan(s) referenced 'JOB NO: 1451 DRAWING NO: L1' dated 'APRIL 2000' shows the area(s) licensed for the purposes of the Licensing Act 2003.

NOTES

Please note that this Premises Licence may have been subject to exclusion of a licensable activity, modification of the conditions, removal of the Designated Premises Supervisor, suspension or revocation and also the name and address of the licence holder may not currently be valid. If you wish to verify the current status of the licence, you should contact Chichester District Council.

