



Licensing Unit,
Chichester District Council,
East Pallant House
1 East Pallant
Chichester
PO19 1TY

Neighbourhood Licensing Team West Sussex Division

30th November 2016

APPLICATION FOR A PREMISES LICENCE TO BE GRANTED UNDER THE LICENSING ACT 2003 FOR THE QUARTERDECK, ITCHENOR SHIPYARD, ITCHENOR, CHICHESTER, PO20 7AE

Dear Mr Foorde,

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 the licensing objectives of the Prevention of Crime and Disorder, the Prevention of Public Nuisance and the Protection of Children from Harm.

Sussex Police have no objection to the principal of the application, however while the operating schedule provided identifies a number steps to address the licensing objectives, it is considered that additional measures are necessary. Furthermore it is noted that there is a discrepancy in regards to the opening hours of the premises, which are currently shorter than the timings listed for the supply of alcohol (i.e. 10:00-17:00 hours on Wednesday-Thursday for opening times and 10:00-23:00 hours on Monday-Sunday for alcohol sales). I have spoken with the applicant and confirmed that this is an error and the opening time of the premises is to be 10:00-23:30 hours on Monday-Sunday. Sussex Police propose the following conditions which should not prove onerous on the day-to-day operation of the premises. These reflect the steps proffered in the application and also include some additional steps:

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 internally including the entrance to the premises. The system shall be on and recording at all times the premises licence is in operation.
 - o The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside the premises at all times.
 - o CCTV footage will be stored for a minimum of 31 days.
 - o 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.
 - o The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy.
 - o 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.
2. 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.

3. A list of staff members who are authorised to sell alcohol on the premises shall be kept. This shall be endorsed by the Designated Premises Supervisor (DPS) with the date such authorisation commences. Each of these staff members shall receive full training pertinent to the Licensing Act before being permitted to start selling alcohol, 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 prior to any sale of alcohol being authorised. Refresher training shall be undertaken thereafter at intervals of no more than twelve (12) weeks whereby staff are reminded of their responsibilities. 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.
4. There shall be no vertical drinking at the premises, save for persons waiting for a table to become available to a maximum of eight persons at any one time.
5. After 21:00 hours children under the age of 12 shall not be permitted on the premises
6. After 21:00 hours, any patron under the age of 18 years must be accompanied by a responsible adult.
7. Staff must ensure that all empty glasses and bottles are promptly cleared away from the public areas. Regular patrols are to be conducted, at least hourly, both inside and outside the premises while the area is used for licensable activity.
8. The external areas must be cleared of all tables, chairs and barriers when not in use and/or the items shall be securely stored.
9. 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.
10. No open vessels shall be allowed off the premises.

If the applicant is agreeable to the proposed conditions, Sussex Police can resolve this representation subject to these conditions being attached to the premises licence.

Please contact this office on the number below or via email to ws_licensing_wor@sussex.pnn.police.uk should you wish to discuss this representation.

Yours sincerely



Chief Inspector Howard Hodges
District Commander