



Licensing Act 2003 Premises Licence - Part A

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

Premises Licence Number - **3815/16/01560/LAPRE1**
Issued in substitution for licence **3815/16/00142/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

Foundry
1 Southgate
Chichester
West Sussex
PO19 8DH

Telephone number 01243 782 035

Where the licence is time limited the dates

Not Applicable

Licensable activities authorised by the licence	
Activity	Location
Exhibition of a Film	Indoors
Performance of Live Music	Indoors
Playing of Recorded Music	Indoors
Late Night Refreshment	Indoors
Sale by Retail of Alcohol	Indoors and Outdoors

The times the licence authorises the carrying out of licensable activities

Exhibition of a Film

Standard Days and Timings
 Sunday 09:00 - 23:00
 Monday to Thursday 09:00 - 23:30
 Friday and Saturday 09:00 - 02:00

Signed: _____
 On behalf of Mrs Louise Rudziak Head of Housing and Environment Services

Performance of Live Music*Standard Days and Timings*

Sunday 09:00 - 23:00
Monday to Thursday 09:00 - 23:30
Friday and Saturday 09:00 - 02:00

Playing of Recorded Music*Standard Days and Timings*

Sunday 09:00 - 23:00
Monday to Thursday 09:00 - 23:30
Friday and Saturday 09:00 - 02:00

Late Night Refreshment*Standard Days and Timings*

Sunday 23:00 - 00:00
Monday to Thursday 23:00 - 00:30
Friday and Saturday 23:00 - 02:00

Sale by Retail of Alcohol*Standard Days and Timings*

Sunday 09:00 - 23:30
Monday to Thursday 09:00 - 00:00
Friday and Saturday 09:00 - 02:00

The opening hours of the premises*Standard Days and Timings*

Sunday	08:00 - 00:00
Monday to Thursday	08:00 - 00:30
Friday and Saturday	08:00 - 02:30

Non Standard Timings

None

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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Part 2

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

Spirit Pub Company (Leased) Limited
Westgate Brewery
Bury St Edmunds
Suffolk
United Kingdom
IP33 1QT

Contact Phone Number 

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

Registered Business Number 05699544

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


Mr Austin Kevin Whelan


Contact Phone Number 

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 – 14/00803/LIPERS
Licensing Authority – London Borough Of Croydon

Annex 1 – Mandatory conditions

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


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- 2 (1) 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-
 - (i) 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).
- 3 The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- 4 (1) 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.
- 5 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

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- (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.

6 1. 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.

3. 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.

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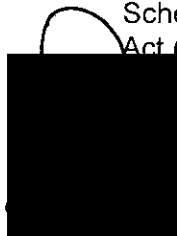
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- 7 (1) Where a Premises Licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.
- (2) Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children must be restricted in accordance with any recommendation made by that body.
- (3) Where-
- (a) the film classification body is not specified in the licence, or
- (b) the relevant Licensing Authority has notified the holder of the licence that this subsection applies to the film in question,
- admission of children must be restricted in accordance with any recommendation made by that Licensing Authority.
- (4) In this section-
- 'children' means persons aged under 18; and
- 'film classification body' means the person or persons designated as the authority under Section 4 of the Video Recordings Act 1984 (c. 39) (authority to determine suitability of video works for classification).
- 8 (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

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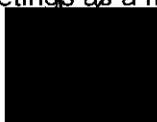
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- (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

Annex 2 – Conditions consistent with the operating schedule

- 1 A thirty (30) minute drinking up time on top of the last permitted sale of alcohol must be implemented to allow customers to use the toilet facilities and disperse from the premises.
- 2 Locations of fire safety and other safety equipment are subject to change in accordance with the requirements of the Responsible Authorities or following a risk assessment.
- 3 Any detail shown on the plan that is not required by the licensing plans regulations is indicative only and subject to change at any time.
- 4 A zero-tolerance drugs policy has been adopted at the premises.
- 5 When employed, door staff will ask customers to leave quietly.
- 6 All staff must be trained in the legislation that is relevant to their job role.
- 7 Free drinking water, soft drinks and non-alcoholic drinks must be made available at all times.
- 8 Open vessels will not be permitted to be taken from the premises (premises includes any outside areas).
- 9 If a Disc Jockey is employed on any night they will be required to ask customers to leave the premises quietly.
- 10 Notices must be displayed at the premises asking members of the public to leave the premises quietly and respect the neighbours.
- 11 No glass materials or bottles will be deposited in any bag, skip or other container, located in the open air outside the premises between 23:00hrs and 07:00hrs, and no such container shall be removed from the premises between these hours.
- 12 As far as is practicable no deliveries will take place between 23:00hrs and 07:00hrs.
- 13 When recorded music is played the Designated Premises Supervisor must take measures to ensure that in the final thirty (30) minutes, prior to cessation, music will not be audible above background level at the nearest noise sensitive property.
- 14 The Premises Licence Holder will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic identification to prove their age. The recommended forms of identification that will be accepted are passports, driving licences with a photograph, photographic military identification or proof of age cards bearing the 'PASS' mark hologram. The list of approved forms of identification 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.
- 15 After 21:00hrs, all under 18 year olds must be accompanied by a responsible adult and may only remain on the premises if partaking in a sit down meal.
- 16 The Premises Licence Holder will be an active member of a Pubwatch Scheme or similar Group where there is one in operation. The premises shall be represented at 75% of all meetings as a minimum. The premises shall comply with all decisions collectively made by

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the group. A radio link, or similar, will be maintained with other group members and used in accordance with the Pubwatch Scheme.

- 17 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 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 Designated Premises Supervisor. 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.
- 18 On Friday and Saturday customers shall not be admitted or re-admitted to the premises later than 01:30hrs each day, with the exception of those using the external garden area.
- 19 A Risk Assessment ('the assessment') must be undertaken in relation to all special events or private functions at the premises ('the event'). The assessment must be documented and identify, as a minimum, the following:
- Date and time of the event;
 - Description of the event;
 - Expected numbers of attendees;
 - Description of any additional controls or measures taken during the event to promote the licensing objectives (if any), such as door supervisors, use of polycarbonate drinking vessels, entry restrictions etc. If no additional measures are proposed, the assessment should state this;
 - A 'rating' for the event of 'low', 'medium' or 'high' risk ('the rating');
 - Emergency contact numbers and procedure for managing/escalating any problems encountered.

If the event receives a rating of 'high', then a minimum of fourteen (14) day's notification must be given to Sussex Police Licensing Team in advance of the event. The police will then have the right to veto the event, or otherwise agree additional measures with the operators, up to seven (7) days prior to the event taking place should they have reasonable grounds to believe that the event will undermine the crime prevention objective. Such reasons must be given in writing.

In addition a Risk Assessment (as above) will be drawn up and reviewed periodically to cover regular Friday and Saturday nights where licensable activities are carried out at the premises after 01:30hrs. All assessments must be kept for a minimum of six (6) months from the date of the event and must be available for immediate inspection by Sussex police, Licensing Officers or the Licensing Authority on request.

- 20 The Premises Licence Holder 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.
- 21 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

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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 twenty-eight (28) 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 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.
- Any breakdown or system failure will be notified to the police immediately & remedied as soon as practicable.

22 Use of the outside area is permitted until 01:30hrs only.

23 The Manager, Premises Licence Holder or other competent person shall carry out observations outside in the premises periodically from 00:00hrs in order to establish whether there is a noise breakout from the premises. If the observation reveals noise breakout at a level likely to cause disturbance to the occupants of properties in the vicinity then noise levels will be turned down. A record of such observations shall be kept in a book for that purpose, such a book shall be completed immediately after the observation detailing the time, location and duration of the observation, the level of noise breakout and any action taken to reduce noise breakout. Such book to be made available at all times upon request to an authorised officer of the Licensing Authority or a constable.

24 A contact number shall be made available and in the event of a complaint being made a record kept in a complaint book. Where a complaint is made about noise then the caller's information shall be recorded at the time. The information to be recorded includes the caller's name, address, date, time of call and the nature of the complaint. When a person does not wish to provide their details then an entry shall be made reflecting this. In response to the complaint the applicant shall make timely and appropriate investigations and take action accordingly to ensure compliance with the conditions of the licence. The date, time and description of the action shall be recorded with the details of the complainant. Such book to be made available at all times upon request to an authorised officer of the Licensing Authority or a constable.

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

- 1 A minimum of two (2) Security Industry Authority registered door supervisors will be on duty at the premises from 21:00hrs until closing time each Friday and Saturday evening.
- 2 A minimum of two (2) Security Industry Authority registered door supervisors will be on duty at the premises from 21:00hrs until closing on all other occasions when the premises is to remain open for the supply of alcohol after midnight.
- 3 Children under the age of 16 years will be required to have vacated the premises by 21:00hrs each evening unless they are attending a pre-booked private function or they are a resident on the premises.
- 4 Polycarbonate drinking vessels will be used instead of glass vessels for drinks dispensed from the outside bar. In the event of any crime and disorder related issue connected with glass bottles, upon written notification from Sussex Police, only plastic bottles may be

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supplied for as long as Sussex Police deem it necessary for the restriction to remain in place.

- 5 There will be at least one (1) Personal Licence Holder on duty at all times between 21:00hrs and the closing time each evening.
- 6 Regular patrols of the premises, including the toilet areas, will be conducted to ensure that all empty glasses and bottles are promptly cleared away. Sufficient glass collectors will be employed at all times for this purpose.
- 7 Toughened glassware will be used throughout the premises.
- 8 The outside bar will not be left unattended at any time when it is open or available for use.
- 9 Customers will not be provided with a means of access to the outside beer garden, or the outside bar, other than via the main premises building. There will be no direct means of access/egress to or from the beer garden from the adjacent public car park except in an emergency.
- 10 Regular monitoring of outdoor areas shall be carried out to ensure that there is no noise arising that would disturb or cause annoyance to nearby residents. If noise is excessive then the sound level must be restricted.
- 11 All windows and all external doors must be kept closed when regulated entertainment is taking place other than for access and egress.
- 12 No music in the rear garden other than background music.
- 13 All windows and all external doors must be kept closed when live entertainment is taking place other than for access and egress.
- 14 No drinks promotions are permitted that may be deemed to be irresponsible.

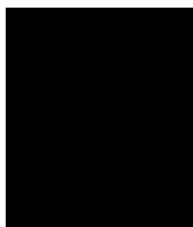
Annex 4 – Plan(s)

The attached plan(s) referenced '**SL57.15.L01**' dated '**NOV 2015**' shows the area(s) licensed for the purposes of the Licensing Act 2003.

NOTES

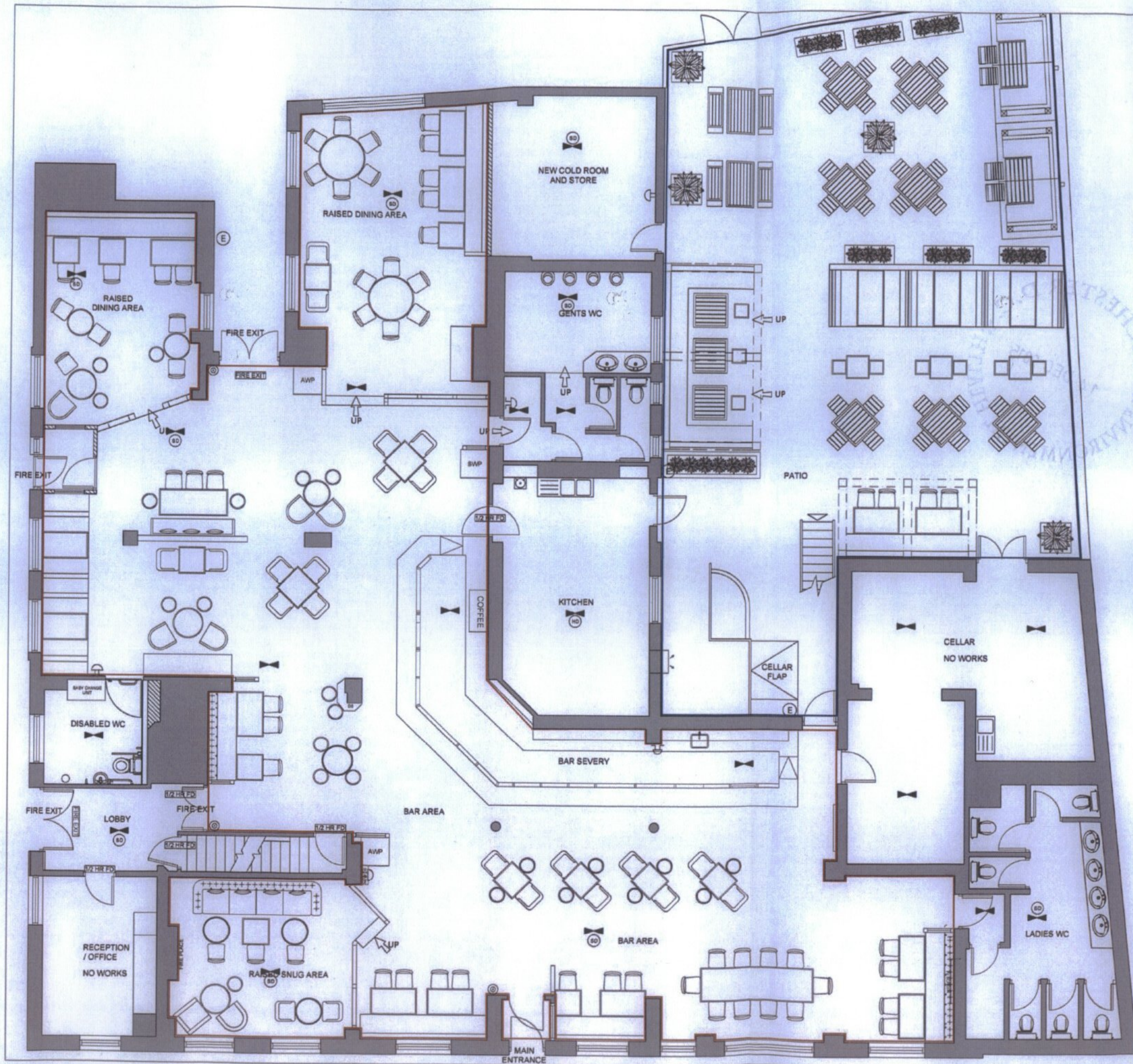
Please note that this Premises Licence may have been subject to exclusion of a licensable activity, modification of the conditions, removal of the Designated Premises Supervisor, suspension or revocation and also the name and address of the licence holder may not currently be valid. If you wish to verify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

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FIRE SAFETY KEY	
	3 HR MAINTAINED ILLUMINATED EMERGENCY EXIT SIGN
	3 HR MAINTAINED ILLUMINATED DIRECTIONAL EXIT SIGN
	FIRE ALARM INDICATOR PANEL - POSITION TO BE APPOINTED
	3 HR NON-MAINTAINED EMERGENCY LIGHT FITTING
	EXTERNAL EMERGENCY LIGHT
	SMOKE DETECTOR
	HEAT DETECTOR
	FIRE ALARM BREAK GLASS POINT
	FIRE ALARM SOUNDER
	BEACON LIGHT (FLASHING LIGHT TO INDICATE FIRE ALARM)
	DISABLED ALARM
	DISABLED ALARM INDICATOR
	FIRE BLANKET IN CONTAINER
	CARBON DIOXIDE FIRE EXTINGUISHER
	9 LITRE WATER EXTINGUISHER
	WET CHEMICAL EXTINGUISHER
	FOAM FIRE EXTINGUISHER
	EXISTING HALF HOUR FIRE DOOR
	LINE OF LICENSED INTERNAL AREA
	LINE OF EXISTING LICENSED EXTERNAL AREA TO REMAIN THE SAME

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FOCUS DESIGN LTD
The Old Pumping Station, Wick Road, Littleton, Winchester, Hampshire, SO22 0PA, UK
01423 600000
Drawn: CAD HAND SURVEY
Revised: For Information For Tender For Construction As Built Drawing

08.10.15 A Amendments to hotel layout
DATE REV COMMENTS

FOCUS DESIGN

CLIENT
SPIRIT PUB COMPANY

PROJECT
THE GLOBE INN
1 SOUTHGATE
WEST SUSSEX, CHICHESTER
PO19 8DH

DRAWING TITLE
LICENSING PLAN

SCALE: 1:50 @ A1
DATE: NOV 2015 DRAWN BY: EL

SL57.15.L01 **A**