



# Public Document Pack

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Committee Manager Carrie O'Connor

28 July 2020

## Licensing Sub-Committee

A meeting of the **Licensing Subcommittee** will be held on **Wednesday 5 August 2020 at 9.30 a.m.** and you are requested to attend.

**PLEASE NOTE:** *This meeting will be a 'virtual meeting' and any member of the press and public may listen-in and view the proceedings via a weblink which will be publicised on the Council website at least 24 hours before the meeting.*

*Different meeting arrangements are in place for the period running from 4 April 2020 to 7 May 2021 from the provisions of the Coronavirus Act 2020 and the meeting regulations 2020, to allow formal 'virtual meetings'.*

*This Council's revised Rules of Procedures for 'virtual meetings' can be viewed here [click here](#) The meeting is also subject to the Licensing Subcommittee hearing process.*

Members: Councillors Clayden, Mrs Cooper and Northeast

## AGENDA

1. ELECTION OF CHAIRMAN
2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating  
:

- a) the item they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial
- c) the nature of the interest

3. ITEMS NOT ON THE AGENDA WHICH THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES

4. APPLICATION TO VARY A PREMISES LICENCE, WILLIAM HARDWICKE, BOGNOR REGIS (Pages 1 - 38)

An application has been received to vary the premises licence for the William Hardwicke, 12 High Street, Bognor Regis and Sussex Police as a Responsible Authority have made representations.

Note : \*Indicates report is attached for Members of the Subcommittee and the press only (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager).

Note : Members are reminded that if they have any detailed questions would they please inform the Chairman and/or relevant Director in advance of the meeting.

1.

## ARUN DISTRICT COUNCIL

### LICENSING SUBCOMMITTEE – 5 AUGUST 2020

#### PART A : REPORT

**SUBJECT:** Application to Vary a Premises Licence – Section 34 Licensing Act 2003

**REPORT AUTHOR:** Andrew Burrows, Licensing Officer

**DATE:** 24<sup>th</sup> July 2020

**EXTN:** 37749

**PORTFOLIO AREA:** Place

**EXECUTIVE SUMMARY:** The Authority is in receipt of an application to vary premises licence number 6543, held by Star Pubs & Bars Ltd of 3-4 Broadway Park, Edinburgh, Scotland, EH12 9JZ; for premises trading as the William Hardwicke, located at 12 High Street, Bognor Regis PO21 1SR.

Sussex Police, as a Responsible Authority, have made representations with regards to this application under the licensing objectives of the Prevention of Crime and Disorder, the Prevention of Public Nuisance and the Protection of Children from Harm.

#### RECOMMENDATIONS:

The Subcommittee should make an evidence-based determination, justified as being appropriate for the promotion of the licensing objectives.

Only matters referred to in representations, relevant to the four licensing objectives, may be considered. They must be considered in the context of what is relevant to the application.

#### 1. BACKGROUND:

##### 1.0 Introduction

1.1 This is an application to vary premises licence number 6543 held for the William Hardwicke located at 12 High Street, Bognor Regis, PO21 1SR. (**See Appendix 1**).

1.2 The requested changes sought include to:

- Extend the terminal hour for the sale of alcohol and recorded music on Monday to Thursday until 2am the following day
- Extend the opening hours to allow the premises to close on Monday to Thursday at 02.30am the following day
- Permit the provision of live music on Monday to Saturday from 9am to 2am the following day; and on Sunday from 9am to midnight

- Permit the sale of alcohol for consumption off the premises, i.e. off sales
- Remove the existing non-standard timings for all licensable activities and add new non-standard timings
- Extend the terminal hour for late night refreshment on Monday to Saturday until 2am the following day
- Remove all existing Annex 2 conditions (conditions consistent with the operating schedule) and replace with new conditions, and
- Amend the licensing plan in accordance with drawing number E500 dated 4<sup>th</sup> March 2020 which accompanies the application. **(Appendix 2)**

1.5 A copy of the existing licence is attached and marked as **appendix 3**.

1.5 The Sussex Police representation is attached to this paper as **appendix 4**.

1.6 The William Hardwicke is a large licensed premise situated at 12 High Street, Bognor Regis, West Sussex, PO21 1SR.

1.7 The premises are licensed by Star Pubs & Bars Ltd of 3-4 Broadway Park, Edinburgh, Scotland, EH12 9JZ.

1.8 Sussex Police Neighbourhood Licensing Team supplied the following information to the applicant in support of their representation:

Daytime visits to the premises to discuss matters at The Hardwicke have taken place on: 20<sup>th</sup> August 2019, 29<sup>th</sup> August 2019, 4<sup>th</sup> October 2019 (Evening visit with Mr Burrows from the District Council licensing department) and on 20<sup>th</sup> January 2020. These have not been the only times police officers have been in contact with the premises; there are approximately 12 additional occasions where police officers have attended over a variety of matters.

Clearly Mr Marshal (The DPS) is aware of these interactions and will be able to provide any details which have not been previously shared. As part of these contained advice re applying to extend the footprint of the premises, it would seem this part of the discussion was conveyed to the PLH. There were particular concerns regarding the failure to provide CCTV pertaining to an incident which took place in August, adjacent to the premises and involved patrons of the premises.

While not a condition of the current licence is anticipated that an incident log will have been maintained and hopefully the following dates may assist.

16<sup>th</sup> August  
 17<sup>th</sup> August  
 24<sup>th</sup> August  
 31<sup>st</sup> August  
 8<sup>th</sup> September  
 21<sup>st</sup> September  
 30<sup>th</sup> November  
 8<sup>th</sup> December  
 8<sup>th</sup> December  
 18<sup>th</sup> January

6<sup>th</sup> March.

Since opening, following to the relaxation of the Covid-19 restrictions, there have been two reports from members of the public regarding breaches of social distancing and a failure to take contact details. A further incident has been reported to the police over this weekend and is currently under investigation.

## 1.9 Policy Considerations

The Subcommittee are referred to Item 4 of the Main Principles of the Arun District Council Licensing Policy:

4.1 Whilst the Guidance issued under S182 of the Act makes it clear that the promotion of the licensing objectives is of paramount importance, the Licensing Authority identifies other key aims and principles which should be achieved. The main principles of the Policy are:

- To give licensing authorities and police powers they need to effectively manage the night-time economy and act against those premises causing problems;
- To recognise the important role which pubs and other licensed premises play in our local communities by minimising the regulatory burden on business, encouraging innovation and supporting responsible operators of premises;
- To provide a regulatory framework for alcohol and entertainments and late-night refreshment which reflects the needs of local communities and empowers the Authority to make and enforce decisions about the most appropriate licensing strategies for their local area;
- To encourage greater community involvement in licensing decisions and ensuring local residents are given a proper opportunity to have their say regarding licensing decisions that may affect them;
- To promote public health;
- To protect the public including local residents from crime, anti-social behaviour and noise nuisance associated with licensed premises.

## 2. RELEVANT REPRESENTATIONS:

2.1 A representation has been received and accepted from Sussex Police, as a Responsible Authority (**See Appendix 4**).

2.3 Sussex Police have suggested several conditions, that if accepted by the applicant, would result in their representation being withdrawn.

### 3. OPTIONS

The subcommittee may:

- a) Grant the licence variation as requested
- b) Grant the licence variation with appropriate and proportionate conditions
- c) Grant the licence variation but reduce the scope of the application.
- d) Reject the application in full.

**Any party to the proceedings has a right of appeal to the Magistrates Court.**

### 4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		
Relevant District Ward Councillors		
Other groups/persons (please specify)	✓	
<b>As per Licensing Act Requirements</b>		
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		x
Legal	✓	
Human Rights/Equality Impact Assessment		x
Community Safety including Section 17 of Crime & Disorder Act		x
Sustainability		x
Asset Management/Property/Land		x
Technology		x
Other (please explain)		x

**6. IMPLICATIONS:** The applicant has a right of appeal to a Magistrates' Court

**7. REASON FOR THE DECISION:** The Council has a statutory duty to determine the application.

**8. BACKGROUND PAPERS:** None

**Application to vary a premises licence under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form.  
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.  
You may wish to keep a copy of the completed form for your records.

WE Star Pubs & Bars Limited

*(Insert name(s) of applicant)*

Being the premises licence holder, apply to vary a premises licence under S34 of the Licensing Act 2003 for the premises described in Part 1 below.

<b>Premises Licence Number</b> 6543
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**Part 1 – Premises Details**

<b>Postal address of premises or, if none, ordnance survey map reference or description</b> William Hardwicke 12 High Street
--

<b>Post Town</b>	Bognor Regis	<b>Postcode</b>	PO21 1SR
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<b>Telephone number at premises</b>	
-------------------------------------	--

<b>Non-domestic rateable value of premises</b>	£81,500
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**Part 2 - Applicant Details**

<b>Daytime contact telephone number</b>	
---	--

<b>E-mail address (optional)</b>	
----------------------------------	--

<b>Current postal address if different from premises address</b>	
--	--

<b>Post Town</b>		<b>Postcode</b>	
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### Part 3 - Variation

Do you want the proposed variation to have effect as soon as possible? ☒ Yes ☐ No

If not do you want the variation to take effect from

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1) ☐ Yes ☒ No

**Please describe briefly the nature of the proposed variation (please read guidance note 1)**

The application proposes to:

1. Extend the terminal hour for the sale of alcohol and recorded music on Monday to Thursday until 2am the following day
2. Extend the opening hours to allow the premises to close on Monday to Thursday at 02.30am the following day
3. Permit the provision of live music on Monday to Saturday from 9am to 2am the following day; and on Sunday from 9am to midnight
4. Permit the sale of alcohol for consumption off the premises, i.e. off sales
5. Remove the existing non-standard timings for all licensable activities and add new non-standard timings
6. Extend the terminal hour for late night refreshment on Monday to Saturday until 2am the following day
7. Remove all existing Annex 2 conditions (conditions consistent with the operating schedule) and replace with new conditions
8. Amend the licensing plan in accordance with drawing number E500 dated 4<sup>th</sup> March 2020 which accompanies the application

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

n/a



#### Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful

##### Provision of regulated entertainment

Please tick yes

- |  |                                     |
|--|-------------------------------------|
| a) plays (if ticking yes, fill in box A)   | <input type="checkbox"/>            |
| b) films (if ticking yes, fill in box B)   | <input type="checkbox"/>            |
| c) indoor sporting events (if ticking yes, fill in box C)  | <input type="checkbox"/>            |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)   | <input type="checkbox"/>            |
| e) live music (if ticking yes, fill in box E)  | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)  | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G)   | <input type="checkbox"/>            |
| h) anything of a similar description to that falling within (e), (f) or (g)<br>(if ticking yes, fill in box H) | <input type="checkbox"/>            |

<u>Provision of late night refreshment</u> (if ticking yes, fill in box I)	<input checked="" type="checkbox"/>
--	-------------------------------------

<u>Supply of alcohol</u> (if ticking yes, fill in box J)	<input checked="" type="checkbox"/>
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In all cases complete boxes K, L and M

A

<b>Plays</b> Standard days and timings (please read guidance note 8)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 5)		
Mon					
Tue					
Wed			<b>State any seasonal variations for performing plays</b> (please read guidance note 6)		
Thur					
Fri					
Sat			<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 7)		
Sun					

B

<b>Films</b> Standard days and timings (please read guidance note 8)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 5)		
Mon					
Tue					
Wed			<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 6)		
Thur					
Fri					
Sat			<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 7)		
Sun					

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 8)			<u>Please give further details</u> (please read guidance note 5)
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 6)
Tue			
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 7)
Fri			
Sat			
Sun			

D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 8)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5)		
Mon					
Tue			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 6)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Fri					
Sat					
Sun					

E

<b>Live music</b> Standard days and timings (please read guidance note 8)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 4)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 5)  Amplified or unamplified live music played on the premises		
Mon	09:00	02:00			
Tue	09:00	02:00			
Wed	09:00	02:00			
Thur	09:00	02:00	<b>State any seasonal variations for the performance of live music</b> (please read guidance note 6)		
Fri	09:00	02:00			
Sat	09:00	02:00			
Sun	09:00	00:00			
			<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 7)		
			<ul style="list-style-type: none"> <li>• An additional 1 hour to the terminal hour on each Sunday preceding a Bank Holiday, Christmas Eve and Boxing Day</li> <li>• New Year's Eve – From the end of permitted hours on New Year's Eve until 3am in the early hours of New Year's Day</li> <li>• An additional hour to the standard and non-standard times on the day when British Summertime commences</li> </ul>		

F

<b>Recorded music</b> Standard days and timings (please read guidance note 8)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 4)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 5)  As existing		
Mon	No Change	02:00			
Tue	No Change	02:00			
Wed	No Change	02:00	<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 6)		
Thur	No Change	02:00			
Fri	No Change	No Change			
Sat	No Change	No Change	<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</b> (please read guidance note 7)		
Sun	No Change	No Change			
			<ul style="list-style-type: none"> <li>• An additional 1 hour to the terminal hour on each Sunday preceding a Bank Holiday, Christmas Eve and Boxing Day</li> <li>• New Year's Eve – From the end of permitted hours on New Year's Eve until 3am in the early hours of New Year's Day</li> <li>• An additional hour to the standard and non-standard times on the day when British Summertime commences</li> </ul>		

G

<b>Performances of dance</b> Standard days and timings (please read guidance note 8)			<b>Will the performance of dance take place indoors or outdoors or both – please tick</b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 5)		
Mon					
Tue					
Wed			<b>State any seasonal variations for the performance of dance</b> (please read guidance note 6)		
Thur					
Fri					
Sat			<b>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</b> (please read guidance note 7)		
Sun					



H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 8)			<u>Please give a description of the type of entertainment you will be providing</u>	
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors <input type="checkbox"/>
Mon				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 5)	
Wed				
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 6)	
Fri				
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 7)	
Sun				

<b>Late night refreshment</b> Standard days and timings (please read guidance note 8)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 4)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5)  As existing		
Mon	No Change	02:00			
Tue	No Change	02:00			
Wed	No Change	02:00	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 6)		
Thur	No Change	02:00			
Fri	No Change	02:00			
Sat	No Change	02:00	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 7) <ul style="list-style-type: none"> <li>An additional 1 hour to the terminal hour on each Sunday preceding a Bank Holiday, Christmas Eve and Boxing Day</li> <li>New Year's Eve – From the end of permitted hours on New Year's Eve until 3am in the early hours of New Year's Day</li> <li>An additional hour to the standard and non-standard times on the day when British Summertime commences</li> </ul>		
Sun	No Change	No Change			

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 8)			<b>Will the supply of alcohol be for consumption (Please tick box)</b> (please read guidance note 9)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finish	Both <input checked="" type="checkbox"/>		
Mon	No Change	02:00	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 6)		
Tue	No Change	02:00			
Wed	No Change	02:00			
Thur	No Change	02:00	<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 7) <ul style="list-style-type: none"> <li>An additional 1 hour to the terminal hour on each Sunday preceding a Bank Holiday, Christmas Eve and Boxing Day</li> <li>New Year's Eve – From the end of permitted hours on New Year's Eve until 3am in the early hours of New Year's Day</li> <li>An additional hour to the standard and non-standard times on the day when British Summertime commences</li> </ul>		
Fri	No Change	No Change			
Sat	No Change	No Change			
Sun	No Change	No Change			

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 10)

None

L

Hours premises are open to the public

Standard days and timings (please read guidance note 8)

Day	Start	Finish
Mon	No Change	02:30
Tue	No Change	02:30
Wed	No Change	02:30
Thur	No Change	02:30
Fri	No Change	No Change
Sat	No Change	No Change
Sun	No Change	No Change

State any seasonal variations (please read guidance note 6)

Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 7)

- An additional 1 hour to the terminal hour on each Sunday preceding a Bank Holiday, Christmas Eve and Boxing Day
- New Year's Eve – From the end of permitted hours on New Year's Eve until 03.30am in the early hours of New Year's Day
- An additional hour to the standard and non-standard times on the day when British Summertime commences

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking

We seek to remove all conditions of Annexe 2 and replace them with those contained within Part M of this application

- I have enclosed the premises licence ☒
- I have enclosed the relevant part of the premises licence ☒

If you have not ticked one of these boxes please fill in reasons for not including the licence, or part of it, below

Reasons why I have failed to enclose the premises licence or relevant part of premises licence

N/A

**M-** Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation

**a) General – all four licensing objectives (b,c,d,e) (please read guidance note 11)**

*[The information provided in this box is solely for information purposes only and not intended to be converted into conditions on the licence]*

The application is being submitted due to investment in the premises to alter the premises layout, refurbish the internals and to provide a higher quality & extended rear external area. The installation of an additional bar servery in the rear external area which shall alleviate congestion on the main bar servery to reduce customer waiting times and provide full time monitoring of the rear external area.

**b) The prevention of crime and disorder**

1. Staff shall receive training in the Challenge 25 policy, Underage sales prevention and completion and maintenance of the refusals log and the incident log upon the commencement of their employment. This training shall be documented and refreshed at no greater than 12-monthly intervals
2. An incident log shall be maintained at the premises and record:-
  - a) All crimes reported to the venue
  - b) All ejections from the venue
  - c) Any complaints received to the venue
  - d) Any incidents of disorder
  - e) Any seizures of drugs or offensive weapons
  - f) Any refusal of sales of alcohol
  - g) Any visit by responsible authorities
3. The premises shall install and maintain a comprehensive CCTV system. All entry

and exit points will be covered enabling clear frontal identification of every person entering. The CCTV system shall continually record whilst the premises are open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum of 31 days with date and time stamping. Viewing of recordings shall be made available upon the request of Police or authorised officer throughout the entire 31 days period.

4. A minimum of 2 SIA registered Door Supervisors will be employed every Friday & Saturday from 21:00 until close, or on any other day of the week when the sale of alcohol takes place after midnight and the premises remain open after 00:30.
5. Where SIA registered door supervisors are used at the premises, a record must be kept of their SIA registration number, their name and the dates and times they are on duty

#### **c) Public safety**

*We understand our obligations under existing legislation and take our responsibilities seriously*

#### **d) The prevention of public nuisance**

6. Doors and windows to the premises will be kept closed, so far as practicable, at all times when noise generating regulated entertainment is taking place i.e. live and recorded music
7. Notices shall be prominently displayed at all public exits requesting customers to respect the needs of local residents and leave the premises and area quietly.

#### **e) The protection of children from harm**

8. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS hologram.
9. Children under the age of 18 must be accompanied by an adult over the age of 18 at all times whilst on the premises and must be off the premises by 21.00, unless attending a private function or on New Year's Eve when they will be permitted on the premises until close

#### **Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee; or ☒
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy. ☐
- I have sent copies of this application and the plan to responsible authorities and others where applicable ☒
- I understand that I must now advertise my application ☒
- I have enclosed the premises licence or relevant part of it or explanation ☒
- I understand that if I do not comply with the above requirements my application will be rejected ☒

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT




**Part 5 – Signatures** (please read guidance note 12)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (See guidance note 13). If signing on behalf of the applicant please state in what capacity.

Signature	
Date	15/06/2020
Capacity	

Where the premises licence is jointly held, signature of 2<sup>nd</sup> applicant (the current premises licence holder) or 2<sup>nd</sup> applicant's solicitor or other authorised agent. (please read guidance note 14). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)	
	
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail your e-mail address (optional)	
	

## Notes for Guidance

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

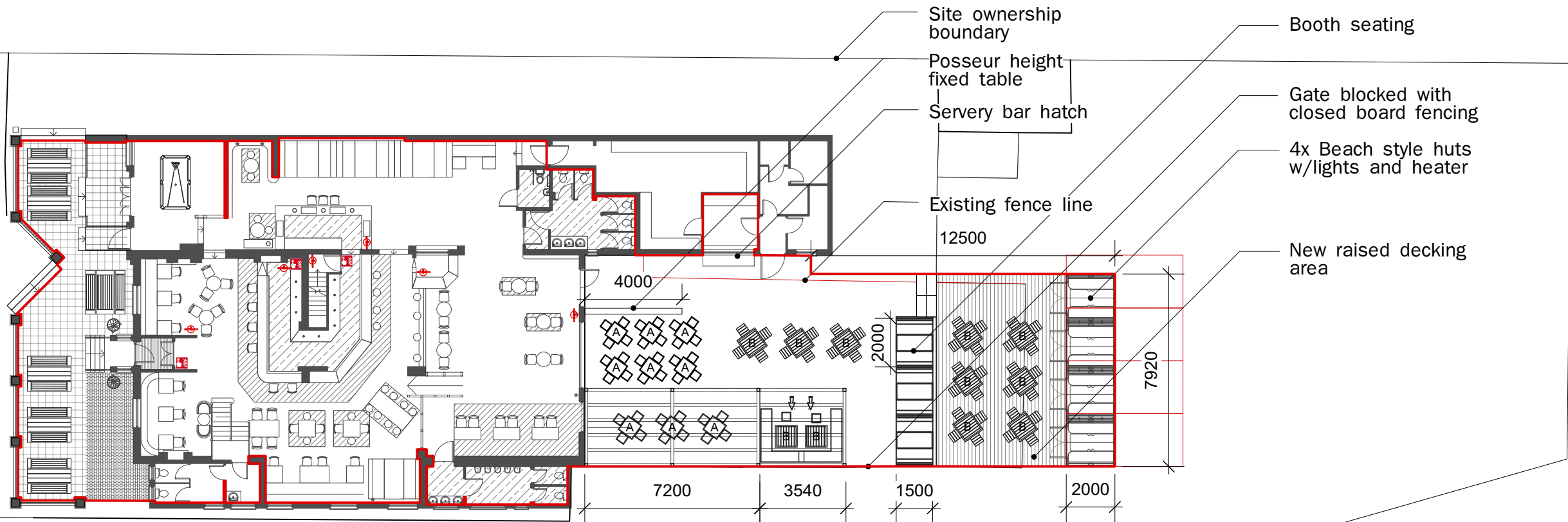
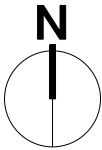
1. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable for the late night levy
2. Describe the premises. For example, the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place of consumption of these off-supplies of alcohol, you must include a description of where the place will be and its proximity to the premises.
3. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance



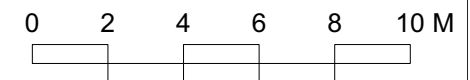
- on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
  - Recorded Music: no licence permission is required for:
    - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
  - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
  - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
4. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  5. For example state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
  6. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  7. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  8. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
  9. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from

the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.

10. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
11. Please list here steps you will take to promote all four licensing objectives together.
12. The application form must be signed.
13. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
14. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
15. This is the address which we shall use to correspond with you about this application. to correspond with you about this application.

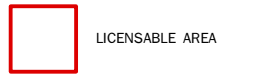


E500 EXISTING GROUND FLOOR PLAN  
Scale: 1:200



- NOTES:
1. DO NOT SCALE FROM THIS DRAWING
  2. THESE DRAWINGS ARE FOR PLANNING PURPOSES ONLY
  3. ALL DRAWINGS SHOULD BE CHECKED BY A CONTRACTOR OR RIBA QUALIFIED ARCHITECT BEFORE CONSTRUCTION BEGINS

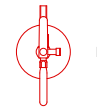
## KEY PLAN



LICENSABLE AREA



FIRE CALL POINT



FIRE EXTINGUISHER

AA POSSEUR HEIGHT TABLE

BB DINING HEIGHT TABLE

BY	DATE	DESCRIPTION	REV
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ARCHITECTS:

**barnabynewton**  
- Architectural Designer -

CLIENT:  
Mr N Marshall

PROJECT:  
The William Hardwicke, 12 High St  
Bognor Regis, PO21 1SR

DRAWING TITLE:  
Existing Ground Floor Plan  
Licensable Area + Fire Safety

STATUS:  
PLANNING INFORMATION

SCALE:	DATE:
1:200 @ A3	04/03/2020

DRAWN BY:	DRAWING NUMBER:	REVISION:
BN	E500	-

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**Licensing Act 2003**  
**Premises Licence**  
**Part A**

**Arun District Council**  
**Civic Centre, Maltravers Road, Littlehampton, West Sussex, BN17 5LF**

**Premises Licence Number: 6543**  
**Grant Date: 31 July 2019**

Postal address of premises, or if none, ordinance survey map reference or description:

**William Hardwicke, 12, High Street, Bognor Regis, West Sussex, PO21 1SR**

The opening hours of the premises:

Day	Start Time	End Time
Monday	09:00	00:30
Tuesday	09:00	00:30
Wednesday	09:00	00:30
Thursday	09:00	00:30
Friday	09:00	02:30
Saturday	09:00	02:30
Sunday	09:00	00:30

**On any Sunday before a bank holiday and on Xmas Eve and Boxing day premises will be open for 30 minutes after the stopping of supply of alcohol. On New Year's Eve the premises will be open during the extended hour for the provision of Alcohol.**

Where the licence is time limited the expiry date:

Licensable activities authorised by the licence:

**Recorded Music: (Indoors)**

**Provision of Late Night Refreshments: (Indoors)**

**Sale or Supply of Alcohol: (For consumption on the premises)**

The times the licence authorises the carrying out of licensable activities:

**Recorded Music: (Indoors)**

Day	Start Time	End Time
Monday	09:00	00:00
Tuesday	09:00	00:00
Wednesday	09:00	00:00
Thursday	09:00	00:00
Friday	09:00	02:00
Saturday	09:00	02:00
Sunday	09:00	00:00

DJ console with playing wide variety of popular recorded music including for dance. The use of D.J's playing amplified recorded music. Xmas Eve and Boxing Day until 02.00. New Year's Eve from cessation of hours for regulated entertainment until start of hours for regulated entertainment on New Year's Day.

**Late Night Refreshment times: (Indoors)**

Day	Start Time	End Time
Monday	23:00	00:00
Tuesday	23:00	00:00
Wednesday	23:00	00:00
Thursday	23:00	00:00
Friday	23:00	01:00
Saturday	23:00	01:00
Sunday	23:00	00:00

Wide range of hot food and non alcoholic beverage available in the public house. Late night refreshment on Xmas Eve and Boxing day to extend to end of hours for service of alcohol.

**Alcohol times: (For consumption on the premises)**

Day	Start Time	End Time
Monday	09:00	00:00
Tuesday	09:00	00:00
Wednesday	09:00	00:00
Thursday	09:00	00:00
Friday	09:00	02:00
Saturday	09:00	02:00
Sunday	09:00	00:00

Xmas Eve and Boxing day supply of alcohol until 02:00. Supply of alcohol from closing time New Year's Eve until opening time for licensing hours New Year's Day.

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

**For consumption on the premises**

Name, (registered) address, telephone number and e-mail (where relevant) of holder(s) of the premises licence:

**Stars Pubs & Bars Ltd**  
**3-4 Broadway Park, Edinburgh, EH12 9JZ**

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

Name and address of designated premises supervisor where the premises licence authorises the supply of alcohol:

Name: **Mr Nicholas Marshall**  
Address: [REDACTED]

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises the supply of alcohol

Licence Number: **1059**  
Issuing Authority: **Winchester**

## **Mandatory Conditions**

### **Supply of Alcohol**

#### **Section 19: Where the licence authorises the supply of alcohol**

The licence is granted subject to the mandatory conditions for sale of alcohol as set out in the Licensing Act 2003 as amended by the Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010 and Order 2014.

#### **1. 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.

#### **2. Every supply of alcohol under the Premises Licence must be made, or authorised by a person who holds a Personal Licence.**

3.(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).

#### **4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.**

5.(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 licences 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.

6. The responsible person shall 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:  $\frac{1}{2}$  pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml; and

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.

#### Minimum Drinks Pricing

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 the 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.

### **Conditions Consistent with the Operating Schedule**

#### **General Objectives:**

The embedded restrictions inherent in Section 68 Licensing Act 1964 (Supper Hours Certificate) to be removed. The Applicant is satisfied that his existing management policy and code of practice in running the premises fully takes into account and satisfies the licensing objectives (see attached operating schedule, code of practice, and risk assessments) and save as below does not offer any additional steps to those already being taken. SIA registered door staff to be present during all trading hours from 21:00 to 02:30 on Friday and Saturday. Regular staff training regarding customers approaching intoxication. Recording refusal to serve on the till system.

#### **Prevention of Crime and Disorder:**

Personal Licence Holder to be on duty during all times when alcohol sold. Existing CCTV system to be kept in full maintenance and operation during opening hours. Door Supervisors - The Applicant will employ Security Industry Authority Licensed Door Supervisors when such factors as level of trade, and potential for disorder in the area generally (such as major football matches being shown on TV locally) and major festive occasions or public holidays may require this in the discretion of the Applicant. Door Supervisors will be used on Friday and Saturday evenings, without exception; they will also be used on Christmas Eve.

#### **Public Safety:**

#### **Prevention of Public Nuisance:**

The applicant will ensure effective supervision of the rear double doors exit to the rear patio after 23.30 hours at suchtimes as regulated entertainment is in progress, in order to minimise noise disturbance. All windows to be closed at midnight. Notices to be kept posted in bar near exit asking customers to leave premises quietly at the end of opening hours. Duty Manager to make public service announcement to ask customers to leave quietly at the end of the evening and to encourage them to do so in all dealings with them at the end of the evening. Proprietors to keep register of noise complaints and premises supervisor to respond to any complaint on noise or nuisance within 7 days. A volume limiter to be installed and kept in operation on equipment for the provision of recorded music.

#### **Protection of Children from Harm:**

No children to be allowed in main bar area. No children are permitted on the premises after 21:00 every night.

### **Conditions Attached after a Hearing by the Licensing Authority**

#### **Plans**

See Separate Sheet

This Licence has been authorised by:



**Sarah L Meeten**  
**Authorised Signatory**

**Issue Date: 19 September 2019**





The Licensing Team  
Environmental Health Department  
Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
BN17 5LF

## West Sussex Division Neighbourhood Licensing Team

1<sup>st</sup> July 2020

Dear Mrs Meeten,

**RE: APPLICATION FOR VARIATION OF THE PREMISES LICENCE UNDER THE  
LICENSING ACT 2003 FOR WILLIAM HARDWICKE PO21 1SR**

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

This premises is located in the town centre and has featured prominently within in the night time economy. It is currently licenced for the sale of alcohol between 09:00 ~ 00:00 Sunday to Thursday, and between 09:00 ~02:00 Friday and Saturday. Recorded music is permitted indoors for the same hours. There is also a note on the licence which says:

**DJ console with playing wide variety of popular recorded music including for dance. The use of D.J's playing amplified recorded music. Xmas Eve and Boxing Day until 02.00. New Year's Eve from cessation of hours for regulated entertainment until start of hours for regulated entertainment on New Year's Day.**

The premises opening times cease 30 minutes later than those of the licensable activities on each day. These times are the latest available to a licenced premises in the area, with the exception of the nightclub situated on the pier.

A pre application request was made to Sussex Police on 16<sup>th</sup> March 2020 which proposed some of the changes currently applied for. This was responded to via email, albeit briefly, highlighting some the areas of concern to Sussex Police. The impact of the Coronavirus was already at that stage presenting problems and the matter has not subsequently been reviewed. The application seeks additional changes other than

Sussex Police, Neighbourhood Licensing Team  
Centenary House, Durrington Lane, Worthing,  
West Sussex. BN13 2PQ  
Telephone: 01273 404030

those initially raised and it may be that these would have been expanded upon had we engaged in further dialogue.

The application received reflects the new layout of the premises including to an outside area. It also seeks to extend the opening hours until 02:30 hours for six days a week; Monday to Saturday and to extend this further via seasonal variation until 03:30 (primarily bank holidays/weekend).

An extension to the sale of alcohol is also sought until 02:00 hours six days a week (Monday to Saturday). Further extensions are sought under the seasonal variations and are primarily for bank holiday/ weekend.

There is an additional request to facilitate the off-sale of alcohol from the premises. There has been no context to this and it is unclear if this is solely for home deliveries or for off sales in open vessels into the town centre. There is no indication that the hours for off sales is to be modified, nor any reference to any measures taken to prevent this creating a negative impact upon the local community.

While there are some measures proffered within the operating schedule which seek to demonstrate a willingness to promote the licensing objectives, there remain some considerable concerns for Sussex Police in relation to this application.

It is disturbing to note that there is social media advertising an event to be held at the premise; as recently as March of this year, which exceeds the authorisation of the premises licence. On Thursdays the premises should be closed to the public by 00:30 hours, however a DJ set and 'shots' are advertised until 02:00 hours.

The William Hardwicke is not without incident and the number of occurrences reported to Sussex Police has been steadily rising since July 2019. I am aware that a particularly nasty assault in September, involving patrons exiting the premises, was seriously hampered by the failure of the Designated Premises Supervisor and his staff to provide CCTV footage; despite verbal and written requests from the investigating officer. Intoxication of patrons is not uncommon requiring the premises door staff to intervene and leading to assaults both at the premises and in the immediate vicinity. It is therefore with some concern that the premises licence holder seeks a substantial extension to the hours for licensable activities, including the provision of off sales until the early hours of the morning throughout the week.

Sussex Police are concerned that the premises shall become a focal point for patrons leaving the other numerous licenced premises in the area when they close. It is therefore considered that, to prevent additional confrontation at the premises,

- the extension to the closing time be permitted until 01:00 hours. This will also reduce the impact upon local residents of patrons leaving the area in the early hours of the morning.

Similarly Sussex Police consider that

- the use of the outside area should cease by 23:00 hours.

There is a request that children are permitted on the premises until 03:30 on New Year's Eve. Sussex Police are concerned that this is not an environment that affords a sufficient level of protection to children. Consequently a condition is sought restricting children on the premises to attending sit down meals or a pre-booked private functions until 23:00 hours. (See below)

Some of the conditions below reflect those proffered by the applicant, but have been re-worded in the interests of clarity or to ensure the condition is robust and enforceable; others are additions sought to address the concerns raised above.

1. The premises will operate an age verification policy set at a minimum of 25 years, whereby any person attempting to buy alcohol who appears to be under the specified age will be asked for photographic ID to prove their age. Signage advertising the "Challenge" policy will be displayed in prominent locations in the premises and shall include the point of sale and the area where the alcohol is displayed, as a minimum. The recommended forms of ID that will be accepted are passports, driving licences with a photograph or Citizen Card or validated proof of age cards bearing the "PASS" mark hologram.
2. All staff members engaged, or to be engaged, in selling alcohol on the premises shall receive full training pertinent to the Licensing Act, specifically in regard 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 engaging in any sale of alcohol. Refresher training shall be conducted 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 DPS. All training records shall be made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Officers or Licensing staff.
3. 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.
4. 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 and externally to cover all public areas, including the entrance/exits to the premises and the entrance to the WCs. and the premises curtilage. 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 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.
5. Any patron under the age of 18 years must be accompanied by a responsible person aged 18 or over
  6. After 21:00 hours all children under 18 years must be accompanied by a responsible adult and may only remain on the premises until 23:00 hours and then only if partaking in a sit down meal or attending a pre-booked private function or event . (Such private functions must be booked at least 24 hours in advance and a risk assessment must be performed by the premises staff, with the promotion of the licensing objectives to be addressed.)
  7. Off sales shall be permitted in sealed, non-glass vessels only and shall cease at 18:00 hours. (unless part of a home delivery order)
  8. 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.
  9. The supply of alcohol will cease 20 minutes prior to the closure of the premises.
  10. *Security Industry Authority (SIA) door supervisor's condition as offered in operating schedule but at point 4 but to read ... and on any other day of the week when the premises remains open after midnight.*
  11. Those performing the role of SIA Door Supervisor will not perform any other role when engaged for the purpose of Door Supervision activities
  12. SIA door supervisors shall wear and operate Body Worn Video cameras with a recording facility & availability in line the CCTV condition above.
  13. SIA door supervisors shall complete incident logs prior to the end of their shift

14. The premises licence holder/DPS shall create a documented risk assessment which identifies the activities undertaken at the premises and the controls necessary to promote the licensing objectives. This shall consider events such as, but not restricted to International/National football matches, University student rag week, Halloween/New Year's Eve and other local events. It will take into account the potential need for additional SIA door supervisors, polycarbonate drinking vessels, externally and internally, ticketing/restricted numbers etc. It will include written emendations demonstrating what considerations have been made. This document shall be immediately available for inspection by the Police and the Licensing Authority, upon request

**Conditions for alcohol delivery service:**

15. Alcohol deliveries will only be made to a residential or business address.
16. The person accepting the delivery must be aged 18 years or over. Where the person accepting delivery appears to be under 25, a recognised photographic ID must be produced prior to delivery.
17. Customers ordering alcohol for delivery to a residential or business address must have their age verified. This process will be advertised and shall be documented. These records must be retained for no less than twelve months and produced on request to an officer of a Responsible Authority

Therefore Sussex Police invite the licensing committee to grant with conditions this variation application.

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](mailto:ws_licensing_wor@sussex.pnn.police.uk) should you wish to discuss this representation.

Yours sincerely,

**Insp R Lovell CL740  
Force Licensing Lead  
Sussex Police**

Sussex Police, Neighbourhood Licensing Team  
Centenary House, Durrington Lane, Worthing,  
West Sussex. BN13 2PQ  
Telephone: 01273 404030

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