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West Sussex Division
Neighbourhood Licensing Team

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29th November 2022

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

Dear Licensing Team,

RE: APPLICATION FOR A PREMISES LICENCE FOR PERFECT PIZZA, 9 THE PARADE, WILLOWHAYNE CRESCENT, PRESTON, LITTLEHAMPTON, WEST SUSSEX, BN16 1NS. YOUR REFERENCE NO. 117273 UNDER THE LICENSING ACT 2003.

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

This is a new application for late night refreshment 12:00 to 02:00 the following morning, seven days a week.

We have emailed to applicant Mr Masakhaila requesting his agreement to the following new and revised conditions:

The prevention of crime and disorder:

The premises will only supply food and drink for collection by customers until 23:00 each night. At 23:00 each night the front door will be locked with a "CLOSED" sign on the door. Thereafter all supplies of food and drink will be via a delivery service only from the rear of the premises. Delivery will be made to residential and business addresses only.

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 to the premises and any outside seating area. 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. The time will be amended promptly when British Summer Time starts and ends.

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 (with a receipt/acknowledgement being obtained and retained from Police Licensing for the notification) & remedied as soon as practicable.

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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.

The premises management will ensure that all delivery drivers either directly employed or via an agent or sub contractor will behave appropriately whilst attending the premises to collect deliveries and will park vehicles legally and not on pavements or double yellow lines whilst waiting for and collecting deliveries, and will not ride vehicles on pavements.

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

However to date we have not received any reply from him. As the deadline for representations is now seven days away, we are submitting our representation in respect of this application, and request that the above new and revised conditions are added to the new licence, should it be granted in due course.

Yours sincerely,

Inspector David Derrick CD295
West Sussex Licensing Inspector
Sussex Police