

**Conditions added and amended with agreement with Police**

1. The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The recommended forms of ID that will be accepted are passports, driving licenses with a photograph, photographic military ID or proof of age cards bearing the "PASS" mark hologram, official photographic identity cards issued by EU states bearing a hologram or ultraviolet feature.
2. Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises, including the point of sale and the area where the alcohol is displayed.
3. An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises and any refusals of alcohol. The incident log will be inspected and signed off by the DPS (or a person with delegated authority) at least once a month. The logbook should be kept on the premises and be available for inspection at all times the premises are open by officers of any responsible authority. An incident will be defined as being one which involves an allegation of a criminal offence. The logbook will record the following:
  - a) all crimes reported to the venue
  - b) all ejections of patrons
  - c) any complaints received
  - d) any incidents of disorder
  - e) any faults in the CCTV system
  - f) any refusal of the sale of alcohol and the name of the member of staff
  - g) who refused the sale.
  - h) details of any officer of a responsible authority who visits the premises, including their name, job title and the responsible authority they represent.The log will be kept for a minimum of twenty-four (24) months and shall be kept on the premises and made available to officers of any responsible authority upon request.
4. No 18th birthday parties.
5. Children under the age of 18 years not to remain on the premises after 21:00 hours.
6. 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:
  - outside of the premises;
  - the entrance to the premises;
  - The till and bar 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 and outside the premises at all times. CCTV footage will be stored for a minimum of 31 days.

The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy. Times will be updated promptly when British Summer Time starts and ends.

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. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open to the public. This staff member shall be able to show Police or authorised officer recent data or footage with the absolute minimum of delay when requested.

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), or upload CCTV footage to Sussex Police Digital media systems via the internet for the police without difficulty or delay and without charge to Sussex Police.

Any breakdown or system failure will be notified to the police licensing team immediately (and a receipt or acknowledgement from Sussex Police Licensing obtained and retained) & remedied as soon as practicable.

7. All external windows and doors shall be kept closed whenever regulated entertainment takes place, except when used in the event of an emergency or to allow access and egress to the building.
8. Signage shall be clearly displayed requesting customers to respect the neighbours and to leave the premises in a quiet and orderly manner. Should any customer fail to comply with this request then all reasonable steps shall be taken to ensure that a public nuisance is not created.
9. Customers who go outside to smoke shall not be permitted to take drinks with them.
10. The Premises Licence Holder shall ensure that all staff members engaged or to be engaged, in selling alcohol at the premises shall receive induction training. This training will take place prior to the selling of such products:
  - the lawful selling of age restricted products
  - refusing the sale of alcohol to a person who is drunkFurther verbal reinforcement/refresher training covering the above will be carried out thereafter at intervals not to exceed six months, with the date and time of the verbal reinforcement/refresher training documented.  
All such training undertaken by staff members shall be fully documented and recorded and signed and dated by both the employee and the DPS. All training records shall be kept on the premises and made available to officers of any responsible authority upon request.
11. All off sales will be made in sealed containers.
12. Staff must ensure that all empty glasses and bottles are promptly cleared away from the public area.

13. A documented Risk Assessment must be written, which identifies the activities undertaken at the premises and the controls necessary to promote the licensing objectives. This will include the need for any SIA door supervisors, Polycarbonate drinking vessels for use both externally and internally. Covering: what the hazards are, who could be harmed and how, the mitigations employed and by whom, for example, bar staff only using polycarbonate drinking vessels, door supervisors verifying ticket only events, enforcing entry restrictions and last entry times.  
The Risk Assessment will be available on the premises for inspection by police and authorised officers of the Licensing Authority.