

## Proposed and Agreed Conditions

1. Windows and doors to be closed at 23:00 hours and recorded music reduced to a background level.
2. No outside drinking after 23:00
3. The rear garden/ patio area must be cleared by 2200 hours.
4. No new entry to the premises after 2330 hours.
5. Management to be members of Local Pubwatch.
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 the entrance to the premises. any outside smoking area and/or outside tables and chairs area. The system shall be on and recording at all times the premises licence is in operation. or when customers remain on the premises.
  - 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 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.
  - 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 is practicable. (and a receipt or acknowledgement from police obtained and retained)
  - 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.
7. The Premises Licence Holder shall ensure that all staff members engaged, or to be engaged, in selling alcohol at the premises shall receive the following 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 drunk

- Further verbal reinforcement/refresher training covering the above will be carried out thereafter at intervals not to exceed 6 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 by both the employee and the DPS. All training records shall be kept on the premises and made available to Sussex Police and an authorised officer of a Responsible Authority upon request.
  - A list of staff members who are authorised to sell alcohol on the premises shall be kept. This shall be endorsed by the DPS with the date such authorisation commences.
8. The premises will operate an age verification policy set at a minimum of 25 years (eg. "Challenge 25") whereby any person attempting to buy alcohol who appears to be under the specified age e.g. 25 will be asked for photographic ID to prove their age. The recommended forms of ID that will be accepted are passports, official Photographic Identity Cards issued by EU states bearing a hologram or ultraviolet feature, driving licences with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram.
- Signage advertising the age verification, or 'Challenge 25' policy will be displayed in prominent locations in the premises.
9. An incident/refusal log will be maintained by the premises showing a detailed note of incidents that occur in the premises. The log will be inspected and signed off by the DPS (or a person with delegated authority) at least intervals of no more than four (8) weeks.
- The logbook should be kept on the premises and be available for inspection at all times the premises are open by and an authorised officer of a Responsible Authority on request an incident will be defined as being one which involves an allegation of a criminal offence.
- Feedback shall be given to staff to ensure these are used on each occasion that a refusal or incident occurs at the premises.
- Any refusals made for alcohol service eg. underage, will also be recorded (either in electronic or written form) and feedback given to staff. as relevant. The log will be kept at the premises for a minimum of twenty-four (24) months.
10. Prominent, clear notices shall be displayed at all exits requesting customers to respect the needs of local residents and leave the premises and the area quietly.