



ADUR DISTRICT  
C O U N C I L

3 January 2022

<b>Adur Licensing Committee</b>	
<b>Date:</b>	<b>12 January 2022</b>
<b>Time:</b>	<b>7.00 pm</b>
<b>Venue:</b>	<b>Remote meeting via zoom</b>

**Committee Membership:** Councillors Paul Mansfield (Chairman), Andy McGregor (Vice-Chairman), Catherine Arnold, Vee Barton, Mandy Buxton, Jim Funnell, Joss Loader, Steve Neocleous, Carol O'Neal and Rob Wilkinson

**Agenda**

**Part A**

**1. Declaration of Interests / Substitute Members**

Members and officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage such an interest becomes apparent during the meeting.

If in doubt contact the Legal or Democratic Services representative for this meeting.

**2. Public Question Time**

To receive any questions from Members of the public in accordance with Standing Order 11.2

(Note: Public Question Time will operate for a maximum of 30 minutes.)

**3. Items Raised Under Urgency Provisions**

To consider any items the Chairman of the meeting considers to be urgent

**4. Licensing Act 2003 – Application for a New Premises Licence at: Spirit of the Downs** (Pages 1 - 44)

To consider a report by the director for communities, a copy of which is attached as item 4

**Recording of this meeting**

The Council will be live-streamed, including public question time. The recording will be available on the Council's website as soon as practicable after the meeting. The Council will not be recording any discussions in Part B of the agenda (where the press and public have been excluded).

For Democratic Services enquiries relating to this meeting please contact:	For Legal Services enquiries relating to this meeting please contact:
Chris Cadman-Dando Democratic Services Officer 01903 221364 chris.cadman-dando@adur-worthing.gov.uk	Shelley-Ann Flanagan Solicitor 01903 221095 shelley-ann.flanagan@adur-worthing.gov.uk

**Duration of the Meeting:** Four hours after the commencement of the meeting the Chairperson will adjourn the meeting to consider if it wishes to continue. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue.



ADUR DISTRICT  
COUNCIL

Licensing Committee  
Date of Hearing: 12 January 2022

Ward: Peverel

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## Licensing Act 2003 – Application for a New Premises Licence at:

**Spirit of the Downs  
Units 1 & 2, Middle Yard Barn,  
Lambleys Lane, Sompting  
BN14 9JX**

### Report by the Interim Director for Communities

#### 1. Recommendation

- 1.1 That the Licensing Committee considers and determines the application made on behalf of:

**A Class Events Ltd**

for a new Premises Licence which authorises the sale of Alcohol (On and Off Sales) at the above premise.

#### 2. Reasons for Hearing

- 2.1 The application has been the subject of formal representation by two members of the public. A representation was made by Sussex Police but this has been mediated successfully. It therefore falls to this committee to determine the application.

#### 3. Background

- 3.1 An application was made by A Class Events Ltd to the Licensing Authority, Adur District Council, on the 18<sup>th</sup> November 2021 for the grant of a new premises licence. Primarily, the premises would like to trade as an off sales wine and spirits retailer. In addition they propose to provide tasters and samples at the premises and also offer craft ciders and beers from local producers as well as local wines and spirits along with a range of coffees and soft drinks to visitors in a cafe style. They do not anticipate to have more than 20 people on site at any one time with typically a lot less through the proposed opening hours.

3.2 Units 1 & 2, Middle Yard Barn, Lambleys Lane, Sompting, is in a lane just off the A27 north Sompting adjacent to the boundary with Worthing. The premises is located within a farm.

3.3 Attached to the report are:

- A plan of the area (Appendix A)
- A plan of the premises (Appendix B)
- A copy of the application (Appendix C)
- The representations received from local residents (Appendices D & E)
- The representation & mediated agreement with Sussex Police (Appendix F)

#### 4. The Application

4.1 The Application is attached at **Appendix C**. However, in summary, the applicant is seeking authorisation for:

- Sale of Alcohol for consumption on and off the premises:
  - 12:00hrs to 18:00hrs Sunday – Wednesday
  - 12:00hrs to 21:00hrs Thursday – Saturday
- Opening to the Public:
  - Same hours as above.

#### 5. Promotion of the Licensing Objectives

5.1 The Licensing Act 2003 and regulations require that the Council, as the local licensing authority, to carry out its functions with a view to promoting the four licensing objectives:

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance;
- the protection of children from harm.

5.2 In carrying out its licensing functions, the licensing authority must also have regard to the Guidance issued by the Secretary of State and its own Statement of Licensing Policy. Members are advised that the following sections of the Adur District Council's Policy may be particularly relevant to consideration of this matter, though of course the Policy in its entirety must be considered. Sections indicated relate to paragraph numbers in the Policy itself:

##### ***Prevention of Crime & Disorder***

4.9 *The Licensing Authority is committed to further reducing crime and disorder within the Adur District and to helping people feel safe.*

4.11 *The promotion of the Licensing Objective to prevent crime and disorder places a responsibility on licence holders to work together in partnership to*

*achieve this objective, and are strongly recommended to become members of any relevant Pubwatch scheme. Applicants will be expected to demonstrate, in their Operating Schedule, that suitable and sufficient measures have been identified and will be implemented and maintained to minimise or prevent crime and disorder in and around the vicinity of their premises, relevant to the individual style and characteristics of their premises and events.*

*4.12 When addressing the issue of crime and disorder, an applicant must demonstrate that those factors that impact on crime and disorder have been considered. These specifically include:-*

- Underage drinking*
- Drunkenness on premises*
- Public drunkenness*
- Drugs (especially through an agreed Venue Drugs Policy)*
- Violent behaviour*
- Anti-social behaviour*
- Lewd and offensive behaviour*

### **Prevention of Public Nuisance**

*4.16 Licensed premises have a significant potential to impact adversely on communities through public nuisances which can arise from their operation. The Licensing Authority recognises the need to maintain and protect the amenity of residents, visitors and other businesses from the potential consequence of the operation of licensed premises, whilst balancing the rights of licensed premises to develop their business potential.*

*4.17 The Licensing Authority understands 'public nuisance' to include such issues as noise and disturbance, light, odour, litter and anti-social behaviour, where these matters impact on those living, working or otherwise engaged in normal activity in an area.*

*4.18 Applicants will be expected to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained with the intention of preventing public nuisance, relevant to the individual style and characteristics of their premises and events.*

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

*4.23 The protection of children is a most important issue. It is hoped that family friendly premises will thrive, but the prevention of harm to children remains of paramount importance when determining applications.*

- 4.26 *Applicants will be expected to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained to protect children from harm, relevant to the individual style and characteristics of their premises and events.*

### **Demand, Saturation & Licensing Hours**

- 6.1 *In accordance with the Government's guidance the Licensing Authority recognises that demand is not a relevant criterion in considering an application under the Act.*

### **Stores and Supermarkets – Off Sales**

- 7.3 *Shops, stores and supermarkets should be free to provide sales of alcohol for consumption off the premises at any time when the retail outlet is open for shopping unless there are good reasons for restricting those hours. Accordingly, if the law permits the shop to open for 24 hours or limits such opening, for example, on Sunday's, the authority will generally permit the sale of alcohol during those hours.*

## **SPECIFIC CONSIDERATIONS**

### **Alcohol – On & Off Sales**

*It is now a mandatory condition that all licence holders selling alcohol put in place an age verification policy for the premises. In some circumstances the Licensing Authority will impose, where necessary to promote the Licensing Objectives, implicit conditions on the checking of the age of those who appear under 21 or 25 to ensure that alcohol is not sold to those under 18 years of age.*

*Licence holders need to have sufficient day to day control of operations at their premises. They will be held responsible for breaches of the licence and ensuring there is adequate staffing and training. The authorities will continue to use young people for the 'test purchasing' of alcohol and CCTV evidence, which has proved its usefulness in prosecutions for unlawful sales of alcohol. The likely consequences of a Review of licence for underage sales include the imposition of additional conditions such as the attendance of a personal licence holder, licence suspensions and in some cases revocation to act as deterrence.*

## **6. Consultation**

- 6.1 The application has been subject to the statutory consultation and statutory public advertisement arrangements in accordance with the provisions of the Act, in respect of which relevant representations were received from the following:

- Responsible authorities

- o 1 X Representation from Sussex Police
- Other Persons
  - o 2 X Letters objecting to the application from local residents

## 7. Relevant Representations

7.1 Detail of the relevant representations received is reproduced at Appendices D and E. They are considered to relate to the statutory licensing objectives as follows:

### *Prevention of Crime & Disorder*

### *Prevention of Public Nuisance*

### *Protection of Children from Harm*

- 7.2 Sussex Police made representation seeking some new and revised conditions to address the licensing objectives if the Committee were of a mind to grant a premises licence. **See Appendix F**
- 7.3 Two representations were received from local residents expressing concerns regarding possible crime & disorder, anti-social behaviour and public nuisance implications related to the extended hours sought for alcohol sales. The representations have been provided in full but also contain complaints regarding the pavements, congestion, parking etc. which whilst serious matters are not issues this committee can consider. **See Appendices D & E**
- 7.4 The applicant, and those that have made representation have been formally notified of this hearing and invited to attend.

## 8. Mediation

8.1 The Licensing Act 2003 encourages mediation.

Sussex Police sought some new and revised conditions to address the licensing objectives and these have now been successfully mediated with the applicant and will become enforceable conditions of any licence that may be granted. As a result Sussex Police have withdrawn their objections. (**Appendix F**)

8.2 The applicant has attempted to mediate with the two members of the public, but no agreement had been reached when this report was drafted. Any developments will be reported to members of this committee.

## 9. Consideration

- 9.1 Members must take into consideration the following when determining this application:
- The four statutory licensing objectives
  - Adur District Council's Statement of Licensing Policy

- Guidance issued by the Home Secretary
- The relevant representations from all parties and any mediated agreement reached.

- 9.2 These are the only matters to be addressed by the authority when considering this application. The statutory Licensing objectives are the only grounds on which representations can be made, and the only grounds on which an authority will be able to refuse an application or impose conditions in addition to statutory conditions and those proposed by the applicant in the Operating Schedule.
- 9.3 When considering this application for a new application, pursuant to s 35 of the Act the following options available to the Committee:
- To grant the application, as requested,
  - To grant the application as requested but with additional conditions appropriate to the promotion of the specific licensing objectives on which relevant representations have been received.
  - Reject the whole or part of the application.
- 9.4 Members are required to give reasons for their decision.

## 10. Legal Implications

- 10.1 Under Section 181 and Schedule 5 of the Act, the following rights of appeal to the Magistrates' Court in respect of applications for a premises licence includes:
- The applicant may appeal against any decision to modify the conditions of the licence.
  - The applicant may appeal against a rejection in whole or part of an application.
  - A person who has made relevant representations may appeal against a licence being granted, or against the modification or lack of modification of any conditions.
- 10.2 The Act allows for the local licensing authority to undertake a review following the grant of a premises licence, when requested to do so by a responsible authority, such as the police, trading standards or the fire authority etc., or any other party, such as a resident living in the vicinity of the premises. The government's guidance states:
- "The proceedings set out in the 2003 Act for reviewing premises licences represent a key protection for the community where problems associated with licensing objectives are occurring after the grant or variation of a premises licence.*
- At any stage, following the grant of a premises licence, a responsible authority, or any other person, may ask the licensing authority to review the licence because of a matter arising at the premises in connection with any of the four licensing objectives.*



- 10.3 In determining this application, the principles of the Human Rights Act 1998 must be taken into consideration and the convention rights of both individuals and businesses will be given due weight.
- 10.4 Members must consider each application on its own merits, and in accordance with the principles of natural justice, as well as the provisions of the Licensing Act 2003. All relevant factors must be taken into account, and all irrelevant factors must be disregarded.
- 10.5 All applications, before Committee, must be considered against the backdrop of anti-discriminatory legislation, such as the Equality Act 2010 and also in accordance with the Council's stated policy on Equal Opportunities.
- 10.6 In accordance with Section 17 of the Crime and Disorder Act 1998 the Council is under a duty to exercise its functions with due regard to the likely effect on, and the need to do all it reasonably can to prevent, crime and disorder in its areas. The possible crime and disorder implications are clearly relevant factors in the consideration of all applications and this is re-emphasised by the Licensing Act 2003 itself. In giving "due regard" to these possible implications members will consider and weigh up all the information available and representations made, including those from interested parties and the responsible authorities particularly the Police.

## **11. Other Implications**

- 11.1 Any decision taken will have regard for the local environment and, in particular, any conditions attached for the purposes of preventing public nuisance will take this principle into account. There are no significant direct race relations or equal opportunity implications that have been identified.

## **12. Recommendation**

- 12.1 Members are requested to determine the application for a New Premises Licence at Spirit of the Downs situated at Units 1 & 2, Middle Yard Barn, Lambleys Lane, Sompting, BN14 9JX and give reasons for that determination.**

**Interim Director for Communities**

**Tina Favier**

### **Principal Author and Contact Officer:**

Theresa Cuerva  
Licensing Officer - Tel: 01273 263193 or [Theresa.cuerva@adur-worthing.gov.uk](mailto:Theresa.cuerva@adur-worthing.gov.uk)

### **Background Papers:**

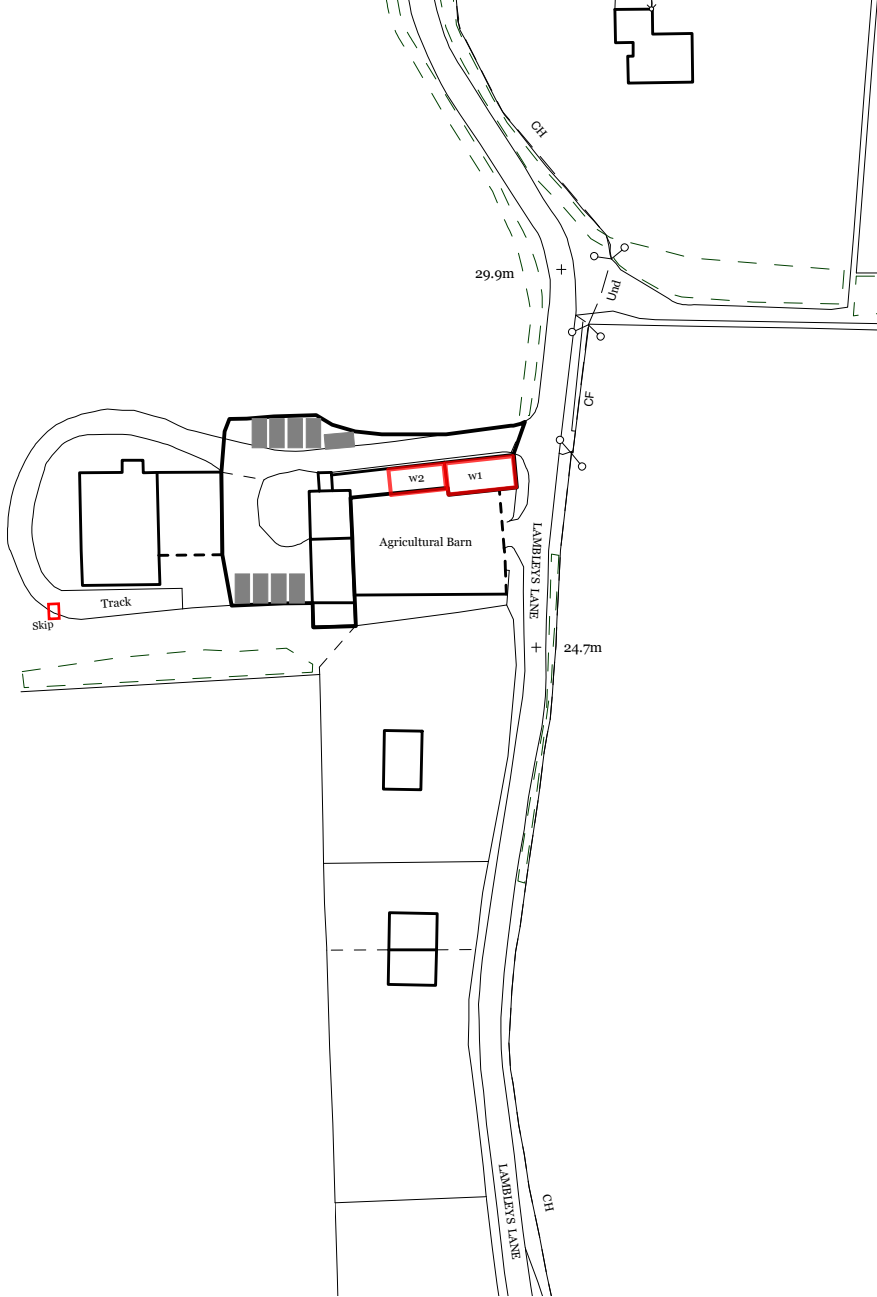
- Licensing Act 2003

- Guidance issued under section 182 of the Licensing Act 2003  
<https://www.gov.uk/government/publications/licensing-act-2003-amended-guidance-issued-under-section-182>
- Adur District Council's Statement of Licensing Policy  
<http://www.adur-worthing.gov.uk/licensing-and-permits/consultations-policy-forum/policy-and-forum/>

**Appendices:**

- Appendix A - Plan of area.
- Appendix B - Plan of the building.
- Appendix C - The Application Form.
- Appendix D – Public Representation
- Appendix E – Public Representation
- Appendix F – Police Representation & Mediation

Portland House, Worthing  
Ref: TC/LA03/142089 – Spirit of the Downs  
Date: 5 January 2022.



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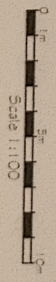
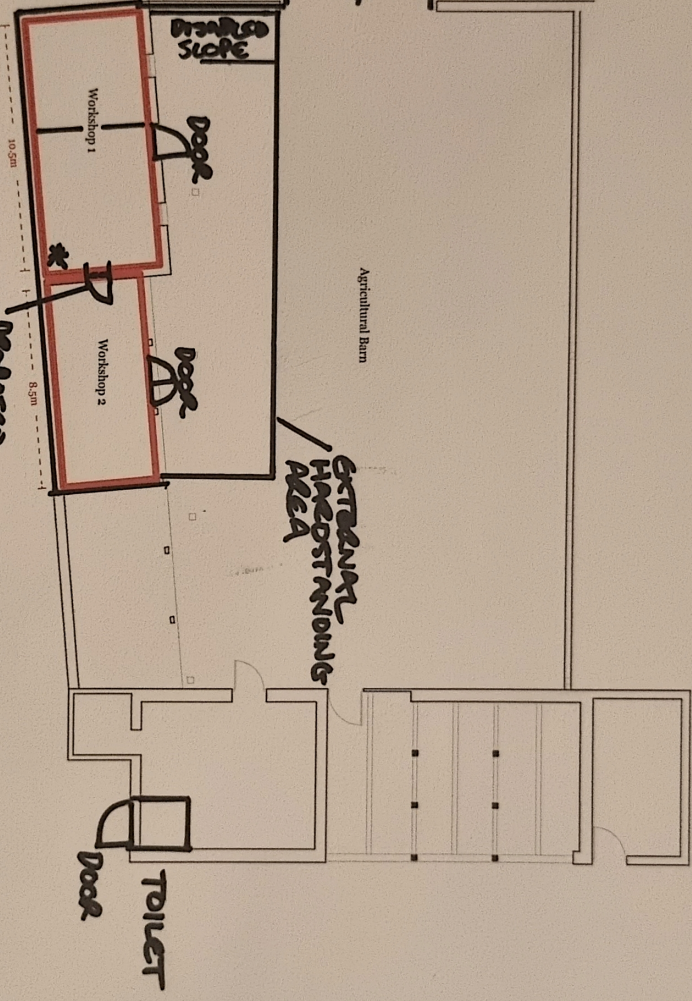


MAIN GATE → INTO BARN (CONCRETE HEAD STAIRS)

— MARKS AREA FOR ALCOHOL CONSUMPTION  
\* FIRE EXTINGUISHER

RECLOSED INTERLINKING & DOOR

EXTERNAL HEADSTAIRS AREA



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\* required information

## Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

Spirit premises licence 01

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

\* First name

Michael

\* Family name

Yeoman

\* E-mail

michael@spiritofthedowns.co.uk

Main telephone number

[REDACTED]

Include country code.

Other telephone number

[REDACTED]

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader  
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

### Applicant Business

Is your business registered in the UK with Companies House?

Yes  No

Note: completing the Applicant Business section is optional in this form.

Registration number

[REDACTED]

Business name

AClass Events Limited

If your business is registered, use its registered name.

VAT number

GB [REDACTED]

Put "none" if you are not registered for VAT.

Legal status

Private Limited Company

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

**Premises Address**

Are you able to provide a postal address, OS map reference or description of the premises?

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)



## Section 3 of 21

### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

### Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

## Section 4 of 21

### NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

#### Non Individual Applicant's Name

Name

#### Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Limited Company

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

\* Date of birth  /  /   
dd mm yyyy

\* Nationality

[Documents that demonstrate entitlement to work in the UK](#)

**Section 5 of 21**

**OPERATING SCHEDULE**

When do you want the premises licence to start?  /  /   
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end  /  /   
dd mm yyyy

Provide a general description of 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 for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

Our premises are unit 1 and 2 of the Middle Yard Barn at Lambleys Lane on the Sompting Estate. The aim of the owner is to have a number of local artisan food and drinks producers in a mini community at the yard which would showcase local producers and invite customers to try and purchase from the lease holders. This application is to allow us to hold stock, provide tastings on site around some old whisky barrels with seating although the majority of business is likely to be in the way of offsales. We would like the whole premises of Unit 1 and 2 with the immediate concreted area outside of the front

*Continued from previous page...*

doors 3m in depth and 15 metres immediately next to the unit to be licenced for the sale and consumption of alcohol. Within the two units there will be a combination of an English Wine Centre and Spirit of the Downs both focused on local produce.

The premises is an old workshop which will we are looking to be our base for Spirit of the Downs business. We are aiming to move into the above units on the 28th November with a view to having the following elements for A-Class Events Limited trading as Spirit of the Downs. The above location will house the following activities;

Office for administration

Artisan coffee and soft drinks available

Tasting of our own local Spirit of the Downs, local Sussex sparkling and still wines from local vineyards, local ciders and craft beers

Off sales of our own Spirit of the Downs, Local and International Wines

Selection of local foods including Springs Salmon, Brighton Charcuterie and Sussex Cheeses

Fulfil postal orders of the above

Possible seasonal drinks such as mulled wine

For Q1 of next year we will be also setting up a distillery to produce our own spirits as this is currently outsourced

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

## Section 6 of 21

### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes  No

## Section 7 of 21

### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes  No

## Section 8 of 21

### PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes  No

## Section 9 of 21

### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes  No

## Section 10 of 21

### PROVISION OF LIVE MUSIC

Continued from previous page...

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes  No

**Section 11 of 21**

**PROVISION OF RECORDED MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes  No

**Section 12 of 21**

**PROVISION OF PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes  No

**Section 13 of 21**

**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes  No

**Section 14 of 21**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

- Yes  No

**Section 15 of 21**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

- Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

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.

Continued from previous page...

WEDNESDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="18:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="21:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="21:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="21:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="18:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the sale of alcohol be for consumption:

- On the premises       Off the premises       Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

In the summer we may do scheduled tastings from 18.30 till 20.30

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Continued from previous page...

**Name**

First name

Family name

Date of birth  /  /   
dd mm yyyy

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 16 of 21**

**ADULT ENTERTAINMENT**

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 etc gambling machines etc.

None

20

Continued from previous page...

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

*Continued from previous page...*

**Section 18 of 21**

**LICENSING OBJECTIVES**

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

All staff will be trained on ensuring that the premises are kept in the best situation to ensure all four licensing objectives are adhered to preventing any crime and disorder, public safety issues, public nuisance and minors are kept from harm.

b) The prevention of crime and disorder

CCTV will be installed to ensure prevention of crime and disorder during opening and closed hours.

c) Public safety

The premises will be fully secured and locked up outside of opening hours.

d) The prevention of public nuisance

Staff will be trained to ensure that customers do not create any public nuisance or engage in antisocial behaviour

e) The protection of children from harm

Implementation of Challenge 25 will be followed for all that are over 18 but looks under 25 to carry acceptable ID (a card bearing the PASS hologram, a photographic driving license or a passport) if they wish to buy alcohol.

**Section 19 of 21**

**NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**



*Continued from previous page...*

### **Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

### **Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

*Continued from previous page...*

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

*Continued from previous page...*

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

## **Section 20 of 21**

### **NOTES ON REGULATED ENTERTAINMENT**

*Continued from previous page...*

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:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o 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.
  - o 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.
  - o 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.
  - o 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:
  - o 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.
  - o 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.
  - o 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.

*Continued from previous page...*

- 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:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o 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;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o 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.

**Section 21 of 21**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

100.00

**DECLARATION**

*Continued from previous page...*

\* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name

\* Capacity

\* Date  /  /   
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/worthing/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED**

**OFFICE USE ONLY**

Applicant reference number	<input type="text" value="Spirit premises licence 01"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [Next >](#)

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[REDACTED]

13 Dec 2021,  
20:07 (4 days  
ago)

to me

Dear Sirs,

I would like to object to the proposed licence for Unit 1 and 2 at Lambleys Lane to sell Alcohol. This area is not suitable for a premises to be selling Alcohol. It has a very small access road which is a lane, used as entry to the small amount of properties there. The lane is often used by walkers and the increase of traffic using the lane would be a safety issue. There is also a safety issue with entering and exiting the lane onto a very busy dual carriageway. The lane is in a semi rural area at the foot of the downs which houses a few properties. The possibility of alcohol consumption and sales within this area would not be fair on local residents, who enjoy this area for its peaceful surroundings. Other units used are not businesses which may increase traffic to the area at times up until 9p.m and do not sell products which could encourage anti social behaviour.

Yours Faithfully

[REDACTED]

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■ Lambleys Lane

Worthing

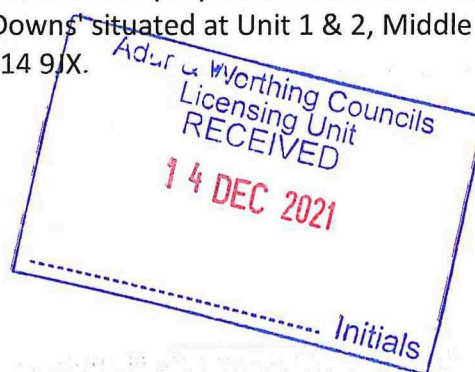
BN14 9JX

Dear Sir/Madam

Under the Licensing Act 2003, I am writing to object to the application for a new premises licence at Spirit of the Downs to allow alcohol sales at a new proposed local artisan food and drinks store & cafe to be known as 'Spirit of the Downs' situated at Unit 1 & 2, Middle Yard Barn, Lambleys Lane, Sompting, West Sussex, BN14 9JX.

My objection is made on the grounds of:

1. Promotion of Public Safety
2. Protection of Children from harm
3. Prevention of Public Nuisance



1) Lambleys lane is a quiet single-track bridleway in the South Downs National Park, unlit, with no passing spaces and the 6 houses in the lane have hidden driveways/exits. Increased volume of traffic which would result from granting the licencing application would potentially dangerously increase the number of vehicles going up and down the lane at high speed. Even with the present traffic calming measures in place, vehicles and in particular delivery vehicles drive up and down the lane at dangerously high-speed causing several near misses to the general public and residents.

The only way of accessing Lambleys Lane is via the A27 (the section where vehicles drive at 70mph). If there are two or more vehicles queuing to exit Lambleys Lane onto the A27, you cannot turn into Lambleys Lane from the A27 in a safe manner as the lane is not wide enough to accommodate two vehicles side by side and there is no slip road to exit the A27 as per the Steyning Bostal road. I fear that increased traffic resulting from the licence would make the junction a death trap with many potentially serious accidents. Furthermore, pedestrian and cyclists crossing the lane along the A27 would be put at increased risk from cars entering the lane. If the licence is granted and an event held, there could be potentially additional 90 car journeys up and down the lane per day (not including deliveries, residents, stable users and café users) using the lane for 166 days a year at times when the A27 is exceptionally busy. This is based on the proposed licenced premises area, assuming 2 people per square meter and 2 people sharing a car.

There would be many more delivery vehicles entering A27 and turning into the Lane from the A27. Bear in mind the 70mph speed limit and a potential for dangerous and frequent collisions.

The Lane is often used by broken down vehicles awaiting rescue. These vehicles are usually parked at the entrance of the lane, preventing other vehicles turning into Lambleys Lane without swerving out of the way. This would almost certainly cause a dangerous accident if there are other vehicles/walker or cyclists using the lane at the same time.

2) The lane is used by farm traffic, cyclists, horse riders and many walkers and their families. This means that children are frequently walking up and down the lane with little supervision due to it being a quiet lane. Additional traffic that would result from the application being granted driving up and down would put the children and cyclist (who travel at speed down the hill) at risk of harm and a collision. The lane is narrow with not many spaces for the children to move away. There are tall hedges and poor visibility further putting children at risk. Delivery drivers would pose a particular risk as well as people tasting alcohol on the premises- some of them would inevitably be under the influence of alcohol.

3) Lambleys Lane is a purely residential area, there are young children in 4 out of 6 houses in the lane. There is a high risk of disturbances, noise, loud music and generally anti-social behaviour that unfortunately often accompanies premises with alcohol sales. The barn where events would potentially be held is open sided with no option of preventing noise and disturbing the residents situated around it. The times applied for are unreasonable- 6pm to 9pm 3 days a week, which means 166 days a year. Even if the alcohol sales stop at 9pm, that does not mean that the people would leave at 9pm. This is totally unacceptable for a residential, semi-rural location. It is particularly significant that these events would be mainly outdoor events, further increasing noise and disturbance.

Yours Faithfully,

[Redacted signature]

[Redacted name]

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# Premises licence application for Spirit of the Downs, Middle Yard Barn, Lamble's Lane, Sompting

1 message

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**David.Bateup@sussex.pnn.police.uk** <David.Bateup@sussex.pnn.police.uk>  
To: [licensing.unit@adur-worthing.gov.uk](mailto:licensing.unit@adur-worthing.gov.uk), [simon.jones@adur-worthing.gov.uk](mailto:simon.jones@adur-worthing.gov.uk)  
Cc: [REDACTED]

17 December 2021 at 08:35

Dear Adur Licensing,

Please find attached our representation in respect of the above new application.

Acceptance of the new conditions by Mr Yeoman on behalf of the applicant company is below on this page.

Thanks.

David

**David Bateup**  
**Police Licensing Officer**

Direct Dial: 01273 470 101 ext 581 214

Licensing office: 01273 40 40 30

[david.bateup@sussex.pnn.police.uk](mailto:david.bateup@sussex.pnn.police.uk)

Neighbourhood Police Licensing Team

West Sussex Division, Centenary House, Durrington Lane,

Worthing, West Sussex, BN13 2PQ

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**From:** Michael Yeoman [REDACTED]  
**Sent:** 17 December 2021 08:27  
**To:** Bateup, David 63941 <[David.Bateup@sussex.pnn.police.uk](mailto:David.Bateup@sussex.pnn.police.uk)>  
**Subject:** Re: Premises licence application for Spirit of the Downs, Middle Yard Barn, Lamble's Lane, Sompting

**\*\*External Email - Think before you click. If you do not trust the sender, do not click on any links or open any attachments. Further information can be found [here](#)\*\***

Morning David

Yes we accept all of the condition which you have laid down below. Many thanks

Best regards

Michael Yeoman

Managing Director

Spirit of the Downs

Winner of IWSC Bronze Awards 2020 and 2021

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**From:** [David.Bateup@sussex.pnn.police.uk](mailto:David.Bateup@sussex.pnn.police.uk) <[David.Bateup@sussex.pnn.police.uk](mailto:David.Bateup@sussex.pnn.police.uk)>

**Sent:** Friday, December 17, 2021 8:20:56 AM

**To:** Michael Yeoman <[REDACTED]>

**Subject:** RE: Premises licence application for Spirt of the Downs, Middle Yard Barn, Lamble's Lane, Sompting

Michael,

Thank you. So I can conclude the matter today please can you confirm you agree to and accept all the conditions being requested as per below? So far you have only confirmed acceptance of the CCTV condition?

David

### [The prevention of crime and disorder:](#)

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. The system shall be on and recording at all times the premises licence is in operation. For security the CCTV hard drive/data storage may be kept on site or off site in a remote location.

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.

All off sales of alcohol will be made in sealed containers.

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

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.

Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises whilst licensable activities are taking place.

The Premises Licence Holder shall ensure that all staff members (including family members and friends) 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 drunk

Further verbal reinforcement/refresher training covering the above will be carried out thereafter at intervals not to exceed three 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.

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 <sup>37</sup>

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.

### **Conditions for alcohol delivery service:**

Alcohol deliveries will only be made to a residential or business address and not to a public place.

The age verification policy (including challenge 25) shall clearly be advertised at each stage of the order and on all advertising. All forms of advertising and promotional literature detailing the delivery service (including internet sites and flyers/leaflets) will clearly state that alcohol should only be purchased for delivery to intended recipients (or persons who will accept delivery on behalf of the named recipient) who are aged over 18. Customers will be reminded that it is a criminal offence for a person under 18 to purchase or attempt to purchase alcohol and that it is also an offence to purchase alcohol on behalf of a person aged under 18.

At the time the order is placed a declaration will be required from the person placing the order that that person is aged 18 years or over, and that the intended recipient are over 18 years or over. This process will be documented, (tick box before proceeding, record of verbal acknowledgement or similar). These records must be retained for no less than twelve months and produced on request to an officer of a Responsible Authority.

1. For deliveries where the alcohol is delivered by a third party, the alcohol is concealed in a secure sealed package, and the DPS has no direct supervision or control over the delivery (such as an independent courier or Royal Mail), there cannot be an age verification challenge on delivery, but the above conditions will be followed.
2. For deliveries made directly by the DPS or their employees, staff or agent or persons instructed by the DPS/PLH, 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. No ID, no delivery.
3. Where the premises contracts a third party to deliver alcohol on their behalf and the person collecting the alcohol from the premises delivers it directly to the customer within a short timescale (such as Deliveroo, Just Eats), the premises will ensure that the third party:
  - only employs delivery employees or agents aged 18 and over;
  - is aware that alcohol is included in the delivery;
  - that the delivery person actively engages with the person receiving delivery and operates a challenge 25 policy rather than just handing the delivery over;
  - that in the event that the recipient of the alcohol is challenged for ID and does not provide appropriate and valid ID, the delivery person will retain the alcohol and return it to the premises.



**David Bateup**  
**Police Licensing Officer**

Direct Dial: 01273 470 101 ext 581 214

Licensing office: 01273 40 40 30

[david.bateup@sussex.pnn.police.uk](mailto:david.bateup@sussex.pnn.police.uk)

Neighbourhood Police Licensing Team  
West Sussex Division, Centenary House, Durrington Lane,  
Worthing, West Sussex, BN13 2PQ

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**From:** Michael Yeoman [<mailto:michael@spiritofthedowns.co.uk>]  
**Sent:** 16 December 2021 10:06  
**To:** Bateup, David 63941 <[David.Bateup@sussex.pnn.police.uk](mailto:David.Bateup@sussex.pnn.police.uk)>  
**Subject:** RE: Premises licence application for Spirt of the Downs, Middle Yard Barn, Lamble's Lane, Sompting

**\*\*External Email - Think before you click. If you do not trust the sender, do not click on any links or open any attachments. Further information can be found [here](#)\*\***

Morning David

Many thanks for your email, we accept your requirement for CCTV to cover the demised premises. We have a system from Brighton CCTV and also a secondary system from the site owner. I ensure that these are fully tested as per your specifications in the document you sent through. Let me know if I need to cover anything else off with you in preparation of opening in January.

Best regards

Michael Yeoman

Director

Spirit of the Downs – Great Taste Producer, Winner of Great Taste 3 Star Award and IWSC Bronze

Brighton and Hove Wine Club – Award Winning English sparkling and still wines [www.brightonandhovewineclub.co.uk](http://www.brightonandhovewineclub.co.uk)

Mob (

AWRS reference number - XMAW 000 0011 4523

VAT (

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**From:** [David.Bateup@sussex.pnn.police.uk](mailto:David.Bateup@sussex.pnn.police.uk) <[David.Bateup@sussex.pnn.police.uk](mailto:David.Bateup@sussex.pnn.police.uk)>  
**Sent:** 07 December 2021 13:26

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To: Michael Yeoman <[REDACTED]>

Subject: Premises licence application for Spirt of the Downs, Middle Yard Barn, Lamble's Lane, Sompting

Mr Yeoman,

Sussex police are in receipt of your premises licence application for the above new premises thank you.

I have set out below the new and revised conditions which Sussex police invite you to study carefully please and then come back to me to confirm your acceptance to go on the new licence, should it be granted in due course.

I anticipate having read your application that there is nothing below which will be a surprise or an issue for you.

Please can you come back to me in due course.

Thank you.

David

### The prevention of crime and disorder:

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. 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.

All off sales of alcohol will be made in sealed containers.

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

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.

Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises whilst licensable activities are taking place.

The Premises Licence Holder shall ensure that all staff members (including family members and friends) 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 drunk

Further verbal reinforcement/refresher training covering the above will be carried out thereafter at intervals not to exceed three 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.

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 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.

### **Conditions for alcohol delivery service:**

Alcohol deliveries will only be made to a residential or business address and not to a public place.

The age verification policy (including challenge 25) shall clearly be advertised at each stage of the order and on all advertising. All forms of advertising and promotional literature detailing the delivery service (including internet sites and flyers/leaflets) will clearly state that alcohol should only be purchased for delivery to intended recipients (or persons who will accept delivery on behalf of the named recipient) who are aged over 18. Customers will be reminded that it is a criminal offence for a person under 18 to purchase or attempt to purchase alcohol and that it is also an offence to purchase alcohol on behalf of a person aged under 18.

At the time the order is placed a declaration will be required from the person placing the order that that person is aged 18 years or over, and that the intended recipient are over 18 years or over. This process will be documented, (tick box before proceeding, record of verbal acknowledgement or similar). These records must be retained for no less than twelve months and produced on request to an officer of a Responsible Authority.

1. For deliveries where the alcohol is delivered by a third party, the alcohol is concealed in a secure sealed package, and the DPS has no direct supervision or control over the delivery (such as an independent courier or Royal Mail), there cannot be an age verification challenge on delivery, but the above conditions will be followed.
2. For deliveries made directly by the DPS or their employees, staff or agent or persons instructed by the DPS/PLH, 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. No ID, no delivery.
3. Where the premises contracts a third party to deliver alcohol on their behalf and the person collecting the alcohol from the premises delivers it directly to the customer within a short timescale (such as Deliveroo, Just Eats), the premises will ensure that the third party:
  - only employs delivery employees or agents aged 18 and over;
  - is aware that alcohol is included in the delivery;
  - that the delivery person actively engages with the person receiving delivery and operates a challenge 25 policy rather than just handing the delivery over;
  - that in the event that the recipient of the alcohol is challenged for ID and does not provide appropriate and valid ID, the delivery person will retain the alcohol and return it to the premises.

**David Bateup**  
**Police Licensing Officer**

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Neighbourhood Police Licensing Team

West Sussex Division, Centenary House, Durrington Lane,

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