

Proposed Licensed Unit

**On a site previously Public Conveniences at
Lower ground and upper ground floors (and roof terrace)
Shoreham Beach Box,
Beach Green,
Shoreham by Sea
West Sussex**

**SCHEDULE OF PROPOSED OPENING HOURS, HOURS FOR PROVISION OF
LICENSEABLE ACTIVITIES AND CONDITIONS**

1 September 2021

Schedule of Proposed Operating Hours

- Monday to Saturday – 0700 to 2300
- Sunday and Bank Holidays – 0700 to 2200
- Christmas Eve and New Years Eve – 0700 to 0030

Hours for the Provision of Licensable activities

- Sale of Alcohol - on sales only
 - Monday to Saturday – 1200 to 2240
 - Sunday and Bank Holidays – 1200 to 2140
 - Christmas Eve and New Years Eve – 1200 to 0010
- Provision of regulated entertainment
 - Monday to Saturday 1200 to 2300
 - Sundays and Bank Holidays 1200 to 2200
 - Christmas Eve and New Years Eve 1200 to 0030
- Late Night Refreshment
 - Christmas Eve and New Years Eve – 2300 to 0030

SCHEDULE OF PROPOSED CONDITIONS

CCTV

1. 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 and exit to the premises. This includes any areas designated for tables and chairs and the designated smoking 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.
 - 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.
 - At least one member of staff on the premises at any time during operating hours shall be trained to access and download material from the CCTV system.
 - Any breakdown or system failure will be notified to the police immediately & remedied as soon as is 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.

2. Signs shall be placed in prominent positions on the premises notifying customers that CCTV is in operation

Age Verification

3. 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.
4. 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.
5. The only form 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. The list of approved ID may be amended or revised subject to prior written agreement with Sussex Police.

Refusals and Incident Log

6. The premises shall at all times maintain and operate a sales refusals log and an incident log will be kept at the premises to record all refusals and incidents of crime or disorder.
7. 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.
8. These records shall be kept for a minimum of twelve (12) months, and made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Officers or Licensing staff.
9. The following will be recorded.
 - All crimes reported.
 - All ejections of patrons.
 - Any complaints received.
 - Any incidents of disorder.
 - Seizure of drugs or offensive weapons.
 - Any faults in the CCTV system.
 - Any refusal of the sale of alcohol. Any visit by a relevant authority or emergency service.

Training

10. 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 to 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.

11. Refresher training shall be conducted thereafter at intervals of no more than six (6) months.
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
12. When the first floor restaurant and/ or roof terrace are open for the sale of alcohol, substantial refreshment in the form of food shall be available up to 60 minutes before the premises close.

Door supervisors

13. The provision of SIA door security on the premises shall be risk assessed. A copy of the risk assessment shall be kept on site and made available to the police and representatives from the responsible authorities on request The risk assessment shall be reviewed every 12 months
14. Where door supervisors are employed, the licensee/management shall record the following details of each door supervisor;
 - (a) full name,
 - (b) home address and contact telephone number,
 - (c) SIA registration number, and
 - (d) the time/date of employment of any door supervisor(s) employed at the premises.
15. Where door supervisor(s) are provided by an agency the name, business address and contact telephone number will also be recorded. These records are to be maintained for no less than 6 months.

Dispersal Policy and Noise

16. A dispersal policy ('the policy') will be drawn up and implemented by the premises licence holder or manager to ensure that customers leaving the premises, especially at closing, are properly managed to ensure that they do not cause a public nuisance. The policy will be made available to the responsible authorities on reasonable request.

17. A complaints log ('the log') will be maintained at the premises and any complaints made by local residents in relation to noise nuisance will be recorded therein.
18. The log will record the date and time of the complaint, the nature of the complaint, the name of the complainant (if known) and any remedial action taken to mitigate/ investigate the complaint.
19. Signs will be prominently displayed at all exit points reminding customers to leave quietly and respect local residents.
20. The premises licence holder or manager nominated to act on their behalf will take all reasonable steps to ensure that noise from the premises is maintained at such a level as to not cause a public nuisance.
21. The premises licence holder or manager nominated to act on their behalf will take all reasonable steps to ensure that customers attending the premises or leaving the premises do so quietly and in a manner that will not cause a public nuisance.

First Aid

22. An adequate and appropriate supply of first aid equipment and materials shall be available on the premises
23. Members of management at the premises will be suitably qualified first aiders
24. The premises licence holder will install and maintain a defibrillator within the premises

General

25. The premises will operate zero tolerance policy to drugs and comply with Sussex Police and Council Community safety unit drugs and weapons policy where appropriate.
26. Save for New Year's Eve, the roof terrace shall be cleared of patrons no later than 2130
27. Children under 18 years shall not be permitted on the site after 21:00 hours unless attending a pre-booked function (booked no later than 24 hours in advance) or part of a sit down meal in the restaurant.
28. 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.

29. The supply of alcohol will cease 20 minutes prior to the closure of the premises.

30. On occasions when a requirement is identified by the licence holder's risk assessment or upon the reasonable requested by Sussex Police, glass vessels shall not be used in any area of the premises open to the public.