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**Premises licence application for Karma Lounge, 171 - 173 Tarring Road,  
Worthing, BN11 4HH**

1 message

14 September 2021 at 12:12



Dear Simon,

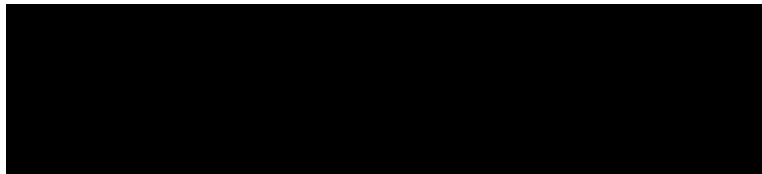
Please find attached our representation in respect of the above new premises.

Acceptance of the new and revised conditions by Mr Rafique for the applicant company is below on this page.

Thanks.

David

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



Neighbourhood Police Licensing Team

West Sussex Division, Centenary House, Durrington Lane,

Worthing, West Sussex, BN13 2PQ

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**From:** Tabularii Plc [mailto:[omar.rafique@tabularii.net](mailto:omar.rafique@tabularii.net)]  
**Sent:** 13 September 2021 15:20

**To:** Bateup David 63941 <[David.Bateup@sussex.pnn.police.uk](mailto:David.Bateup@sussex.pnn.police.uk)>

**Subject:** Re: Re pre application discussion Tarring road BN11 4HH

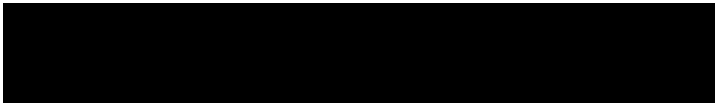
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Dear David

It seem logical so we are happy to accept reducing the supply hours by 20mins (cessation at 22.40) with a drinking up time of 23.00hrs

Omar

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**Subject:** RE: Re pre application discussion Tarring road BN11 4HH

Omar,

Thank you.

Just to clarify, are you agreeing to the hours for the supply of alcohol being reduced by 20 minutes (cessation at 22:40), or reduced by 30 minutes (cessation at 22:30), with consumption of alcohol until 23:00 when the premises closes?

Regards,

David

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

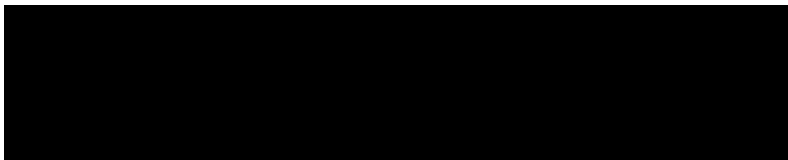


Neighbourhood Police Licensing Team

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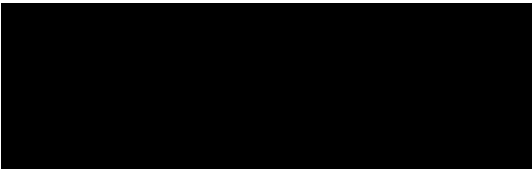
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Apologies but we agree to your conditions thank you



On 2 Sep 2021, at 10:14, [David.Bateup@sussex.pnn.police.uk](mailto:David.Bateup@sussex.pnn.police.uk) wrote:

Omar,

Hello. With reference to your revised premises licence application for the premises at 171 - 173 Tarring Road, Worthing, I refer to my email below please having noted that you have not included in the revised application any of the suggested conditions I asked for in my email below to you.

May I now please present those conditions to you again (including the suggestion of a drinking up time gap of 20 - 30 minutes between 10.30pm and closing at 11pm) and invite you to consider them for acceptance as new and revised conditions to go on the licence?

Thanks.

David

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



Neighbourhood Police Licensing Team

West Sussex Division, Centenary House, Durrington Lane,  
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Omar,

Thank you.

Re the outside area, then your red line to delineate the licensed area will go around the outer end of the tarmac area adjacent to the pavement.

Re barriers, I would recommend some barriers with substantial canvas sides around the outside. However for the length you are looking at they probably won't come cheap, and they would have to be taken indoors at close and taken out again when you open in the morning. I have dealt with another very similar premises in Horsham recently where they costed everything up and looked at the long term, then invested in a three foot high brick wall which actually looked quite nice when done as well as being permanent and enhanced their security re the risk of ram raiders and nuisance inconsiderate parkers etc. I don't know if a wall would require planning permission, not that I anticipate it would be a matter of contention. You are wise though to consult with Highways for their advice too.

I know the area quite well and I am conscious that there are many residential houses and flats in the immediate vicinity. I don't know if you having an outside tables and chairs area to 23:00 at night might provoke objections re anticipated noise nuisance? I anticipate you offering café bar conditions (as opposed to a

vertical drinking pub) may help with this. I have copied this in to my colleague at the Noise Team at Worthing Council Nadeem who may be able to offer some words of wisdom and experience on this?

I have suggested some conditions for you below. If you are not intending to offer an alcohol delivery service, then the alcohol delivery conditions simply lie dormant on the licence. I know from experience however that many premises with genuine intentions have no plans to do alcohol deliveries when they open, but then six months later and when all the competition are doing it, they change their minds!

Traditionally we always look for on sales to cease 20 or 30 minutes before close to allow for "drinking up time"™. This would mean adjusting the end time for sale of alcohol for on sales from 23:00 to 22:30 or 22:40. Or you could leave the times as they are but offer a condition that on sales of alcohol will cease say 20 minutes before close. Customers can still sit and consume their drinks right up until closing time.

Please come back to me with any further queries.

Regards.

David

### **The Prevention of Crime and Disorder:**

Alcohol will be served by waiter/waitress service to customers seated at tables. There will be no vertical drinking.

Digital CCTV and appropriate recording equipment to be installed in accordance with Home Office Guidelines relating to UK Police Requirements for Digital CCTV System (PSDB Publication Number 09/05), operated and maintained throughout the premises internally and externally to cover all public areas including the entrance to the premises and the outside tables and chairs 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 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.

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. An incident will be defined as being one which involves an allegation of a criminal offence.

Patrons will not be permitted to take drinks in open containers to consume outside on the pavement/public highway beyond the licensed outside tables and chairs area of the premises whilst smoking or otherwise congregating outside of the premises beyond the licensed area.

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.

Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises.

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 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.

### **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 over 18 years of age, and that the intended recipient is over 18 years of age. 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:

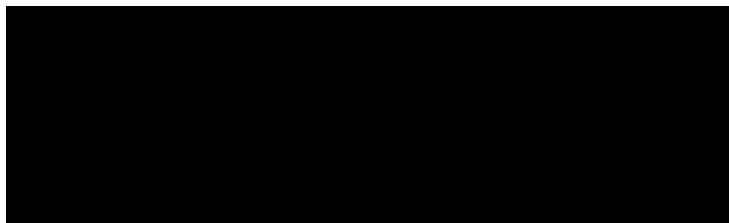
|,• only employs delivery employees or agents aged 18 or over;

|,• 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**



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

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**From:** tabularii accountants and business advisors [<mailto:omar.rafique@tabularii.net>]

**Sent:** 20 April 2021 14:13

**To:** Bateup David 63941 <[David.Bateup@sussex.pnn.police.uk](mailto:David.Bateup@sussex.pnn.police.uk)>

**Subject:** Re: Re pre application discussion Tarring road BN11 4HH

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David

Yes it is the gibbons site.

Yes the tarmac is wrapped around the corner and we would be looking to tables and chairs for customers to use. We anticipate some sort of border to separate the footpath from the tarmac " and we would welcome any feedback you may have " however we will talk with highways to get their views as well before we do anything.

The following seems appropriate "

1. A caf  bar where some people come in and have food, some people come in and just have alcohol perhaps with a snack, but crucially everyone consumes alcohol whilst seated and there is no vertical drinking (which means people standing up holding a pint glass basically);

We were going to have a kitchen to begin with but because there is no gas ( informed it could take up to 4 months for service suppliers just to investigate) we will probably apply later on down the line. In the meantime we will be serving cakes/sandwich s premium coffees to drink in and or take out.

No alcohol delivery service and it would be nice to be able to offer drinks for people to take away " however if you think it may be an issue then it doesn t really mater

Hope that clarifies a few things

Omar

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Omar,

Thank you.

This is the Gibbons Furnishers site?



<image001.png>

First of all and a very important question is what is the name of the premises going to be?

I think I am correct in saying the grey tarmac area in front of the shop which goes around the corner is all part of the premises?

I anticipate you are looking at having tables and chairs for customers in this outside tarmac area?

The next issue is understanding exactly what sort of premises and business you are intending to operate. So is this going to be :

1. A restaurant where people consume alcohol whilst seating at tables and chairs and alcohol is supplied ONLY ancillary to a table meal? This means if you are not having a meal, you cannot be supplied alcohol;
2. A café bar where some people come in and have food, some people come in and just have alcohol perhaps with a snack, but crucially everyone consumes alcohol whilst seated and there is **no** vertical drinking (which means people standing up holding a pint glass basically);
3. A pub, where people can come in and consume alcohol on its own, either seated, standing or a combination of both.

You are surrounded by residential properties so identifying which of the above fits your premises is important. I anticipate if at least to start with there is going to be no kitchen a restaurant is not the primary aim?

I anticipate the outside tarmac area will form part of the licensed area? Or will it be just inside the actual building?

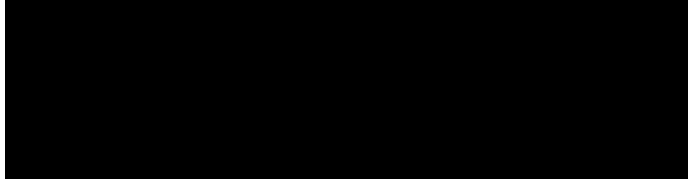
Do you want off sales only to supply alcohol to customers in the outside tarmac area, or is the intention to allow people to come in, select alcohol and take it off site to consume elsewhere?

Is there going to be an alcohol delivery service?

Thanks.

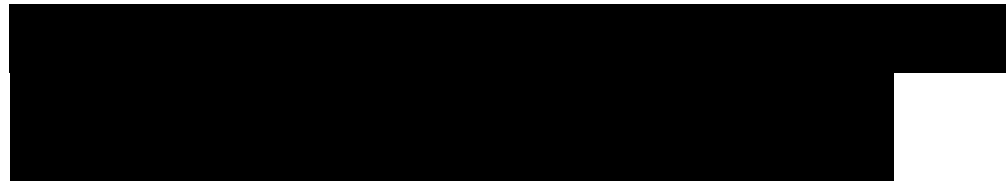
David

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



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

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Dear David

We are looking to apply for a full on and off license for a caf  bar (even the unit could only cater for 50 or so internally).

Importantly t we would hope to employ at 4-6 local unemployed people.

Please find a draft of an application and would welcome your views please.

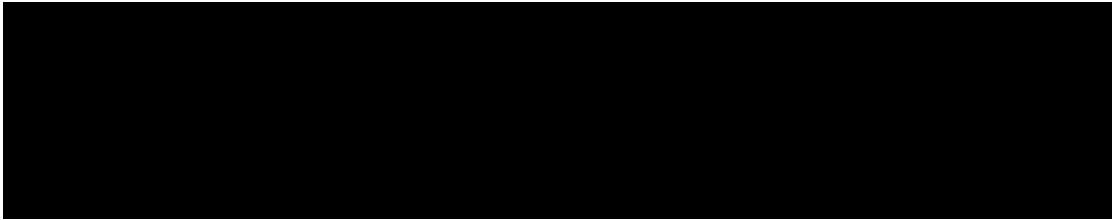
Please mind my drawing- our architect is producing one which may take a week or so

Further we have not added details of a manager because we are still interviewing

Any help would be really welcome.

Kind Regards

Omar



Omar,

Thank you for your email. You still need to give us much more information please.

Do you want on sales, off sales, or both?

What licensable activities are you applying for?

What hours for licensable activities are being applied for?

Is this going to be a restaurant, a caf   bar or a pub?

Are you looking at having tables and chairs outside on the pavement?

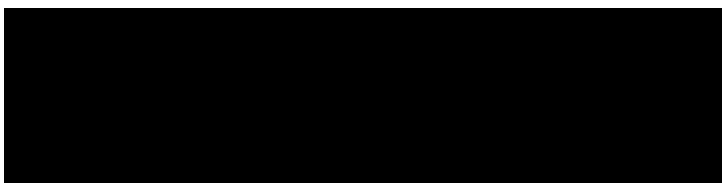
What is the business plan for the premises?

You are welcome to provide us with a DRAFT licence application for our comments.

Thanks.

David

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

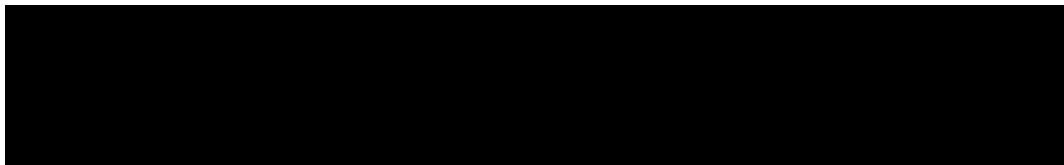


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In confidence

Dear Pauline

Thank you for the email.

We are the new tenants for [171-173 Tarring Road BN11 4HH](#) which is single storey unit (currently it is 2 units but we will be make a structural alternation to link them both ) of about 80sqm.

We propose to open a caf   bistro/bar at the premises and hope to make a formal application to all the relevant authorities within the next couple of week.

He unit is self-contained lock up with no living accommodation.

lther than CCTV and complying with fire regulations we would appreciate any feedback and comments on what we need to satisfy your self  s in terms of a premises license.

Currently we are interviewing a suitable qualified Manager with the required qualification  s

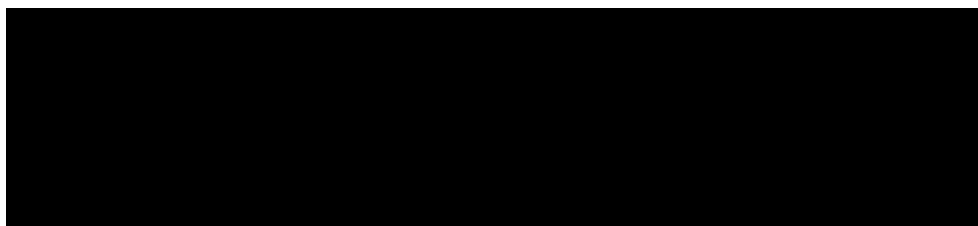
Please find details of the unit here

<https://star-property.co.uk/property/details/151/171-173-Tarring-Road-Worthing-West-Sussex-Retail->

Kind Regards

Omar





Good Morning

Thank you for your email of 15<sup>th</sup> April 2021. I could not see a phone number to contact you, however if you wish to submit either a draft of your application or just email with an idea of what you intend, the hours and measures you intend to take, along with any questions you may have; to this email address [WS\\_Licensing\\_WOR@sussex.pnn.police.uk](mailto:WS_Licensing_WOR@sussex.pnn.police.uk) either myself or one of my colleagues will be able to look at this and may be able to provide you with some feedback.

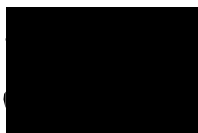
Kind regards

Pauline Giddings

Divisional Licensing Officer

Prevention Licensing Team

West Sussex



(My working days are Monday, Tuesday and Wednesday. Please send any urgent enquiries outside of those days to [ws\\_licensing\\_wor@sussex.pnn.police.uk](mailto:ws_licensing_wor@sussex.pnn.police.uk))

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**Karma Lounge police rep 14.09.21.doc**

987K