

APPENDIX 3

From: Dene SONNESSA [REDACTED]
Sent: 21 November 2019 14:14
To: Rolfe Kirstie [REDACTED] <[uk](#)>
Subject: Re: Major Variation application 3 Monkeys Bar & Kitchen, 16 Langney Road Eastbourne

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Hi Kirstie,

thank you for meeting with me to raise your concerns regarding my licence application. Please accept my apology for my delayed response. I have reviewed your suggested conditions and am happy to accept them. I am also happy to join the Eastbourne BCRP but could you please remind me how i would go about in doing so?

Kindest regards,

Dene Sonnessa
DPS & Director
Three Monkeys Bar & Kitchen Ltd
[REDACTED]

From: [Kirstie.j.Rolfe](#) [REDACTED] <[REDACTED]>
Sent: 13 November 2019 15:02
To: [dmsonnessa](#) [REDACTED]
Cc: [Daren.buck](#) [REDACTED] >
Subject: RE: Major Variation application 3 Monkeys Bar & Kitchen, 16 Langney Road Eastbourne

Good afternoon Mr Sonnessa,

Thank you for meeting with me today at Bexhill Police Station to discuss your application.

You informed me that you will be a restaurant during the day up and till 2100hrs allowing all ages in for meals (you advised me you didn't want to be restricted with restaurant conditions). At 2100hrs you want to become late night venue with a lively atmosphere. You want to have DJs, recorded and live music and karaoke. Your audience being aimed at the younger generation (over 18yrs), a bar to visit before heading to Cameo.

Your application has not referred to the Cumulative Impact Zone or the Eastbourne Borough Councils statement of licensing. You have not offered sufficient conditions that would help mitigate any potential risk in a busy part of Eastbourne or provided enough assurances of how the premises will promote the four licensing objectives.

You were asked if you had read the Councils statement of licensing which you confirmed you hadn't. You were not aware of the Cumulative Impact Zone or what it meant but did have little knowledge of the Four Licensing Objectives (mainly that they formed part of the application form) You informed me you had sought advice from a licensing consultant but that was two and a half years ago. You felt because you obtained the original licence you would be ok to make variations. I

explained the difference in the type of licence you currently have to the one you are applying for, a vertical drinking establishment.

Rather than object to the application at this stage I said I would work with you first to see what we could agree to. We discussed conditions that could go on the licence to help support the four licensing objectives. Below are a number of conditions I would like you to consider having on your licence when/if granted. Please review them, make changes where required but clearly highlight those changes so I can easily see them;

CCTV:

- Digital CCTV and appropriate recording equipment to be installed in accordance with Home Office Guidelines relating to UK Police Requirements for Digital CCTV System (current PSDB Publication), 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 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.

Training/Authorisation:

- a) 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

- b) Further verbal reinforcement/refresher training covering the above will be carried out thereafter at intervals not to exceed 3 months, with the date and time of the verbal reinforcement/refresher training documented.
- c) All such training undertaken by staff members shall be fully documented and recorded and signed by both the employee and the DPS. All training records shall be kept on the premises and made available to Sussex Police, officers of the local authority and officers from the Trading Standards team upon request.
- d) A list of staff members who are authorised to sell alcohol on the premises shall be kept. This shall be endorsed by the DPS with the date such authorisation commences.

Challenge 25:

- a) The premises will operate an **age verification** policy set at a minimum of 25 years (e.g. "Challenge 25") whereby any person attempting to buy alcohol who appears to be under the specified age e.g. 25 will be asked for photographic ID to prove their age. The recommended forms of ID that will be accepted are passports, official Photographic Identity Cards issued by EU states bearing a hologram or ultraviolet feature, driving licences with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram. The list of recommended forms of ID may be amended or revised with the prior written agreement of Sussex Police, the Licensing Authority and Trading Standards without the need to amend the licence or conditions attaching to it.
- b) Signage advertising the age verification or 'Challenge 25' policy will be displayed in prominent locations in the premises.

Incident Log:

An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises. The log will be inspected and signed off by the DPS (or a person with delegated authority) every 4 weeks.

- a) The log book should be kept on the premises and be available for inspection at all times the premises are open by authorised officers of the Licensing Authority or the police. An incident will be defined as being one which involves an allegation of a criminal offence.
- b) Feedback shall be given to staff to ensure these are used on each occasion that a refusal or incident occurs at the premises.
- c) Any refusals made for alcohol service e.g. underage, will also be recorded (either in electronic or written form) and feedback given to staff as relevant. The log will be kept at the premises for a minimum of twenty four (24) months.

Refusals Book T

The premises shall at all times maintain and operate an age-restricted sales refusals recording system (either in book or electronic form) which shall be reviewed by the Designated Premises Supervisor at intervals of no less than 4 weeks and feedback given to staff as relevant. This refusals book shall be available upon request to Sussex Police, officers of the local authority and officers from the Trading Standards team. The log will be kept at the premises for a minimum of twenty four (24) months.

Outside Areas

- a) Customers will not be permitted to take alcohol or open vessels outside the premises to consume whilst smoking, congregating or eating on the pavement outside the premises.

SIA Numbers:

SIA registered door staff will operate at the premises as follows:

- a) Fridays and Saturdays (and additionally Sundays when there is a bank Holiday Monday the following day, Christmas Eve and New Years Eve); two door staff from 21:00hrs until the premises has closed to the public, licensable activity has ceased and the venue is completely clear of patrons.
- b) In addition, all events shall be risk assessed by the Designated Premises Supervisor and a minimum of two SIA registered door staff shall be on duty on any occasion where the risk assessment shows it to be necessary.

- No persons under the age of 18yrs old to be within the premises after 2100hrs.

We talked a bit about the benefits of joining Eastbourne BCRP and the assistance you could get from both Sussex Police Licensing and Eastbourne Councils Licensing department. If your application is granted I hope you would consider taking advice from us all. In the meantime, please review the conditions above and let me know your acceptance or otherwise no later than 20th November 2019.

Please feel free to contact me via email or phone should you need to.

Kind regards,
Kirstie Rolfe
Licensing Officer
Eastbourne, Lewes, Wealden, Hastings & Rother District
Local Policing Support Team, Bexhill Police Station
Terminus Road, Bexhill, East Sussex TN39 3NR
[REDACTED]

From: Rolfe Kirstie 31774
Sent: 06 November 2019 14:41
To: Dene SONNESSA <[REDACTED]>
Subject: RE: Major Variation application 3 Monkeys Bar & Kitchen, 16 Langney Road Eastbourne

Hello,

Thanks for your prompt response.

I will book you in for next Wednesday 10am at Bexhill Police Station. I wouldn't have thought we need to meet for any more than an hour.

Could you let me know at the meeting the capacity for the premises.

I look forward to meeting you next Wednesday.

Kind regards,
Kirstie Rolfe
Licensing Officer
Eastbourne, Lewes, Wealden, Hastings & Rother District
Local Policing Support Team, Bexhill Police Station
Terminus Road, Bexhill, East Sussex TN39 3NR
[REDACTED]

From: Dene SONNESSA [REDACTED]
Sent: 06 November 2019 14:25
To: Rolfe Kirstie [REDACTED]
Subject: Re: Major Variation application 3 Monkeys Bar & Kitchen, 16 Langney Road Eastbourne

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Hi Kirstie,

Wednesday 13th at 10am is the more suitable for me. Do you know how long our meeting will take?

Kind regards

Dene Sonnessa
[REDACTED]

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From: [Kirstie.j.Rolfe](#) [REDACTED] <[REDACTED]>
Sent: Wednesday, November 6, 2019 1:00:45 PM
To: [dmsonnessa](#) [REDACTED]
Subject: Major Variation application 3 Monkeys Bar & Kitchen, 16 Langney Road Eastbourne

Good afternoon Mr Sonnessa,

I am in receipt of your application for a Major Variation at the above premises. I would like to meet with you to discuss some concerns I have about the application.

I would like to meet with you at Bexhill Police Station on either Tuesday 12th November 2019 at 1300hrs or Wednesday 13th November at 1000hrs.

Please can you respond and let me know which day you can attend no later than Monday 11th November 2019. It is important we do try to meet as soon as possible as we are well within the 28 day consultation period.

Kind regards,
Kirstie Rolfe
Licensing Officer
Eastbourne, Lewes, Wealden, Hastings & Rother District
Local Policing Support Team, Bexhill Police Station
Terminus Road, Bexhill, East Sussex TN39 3NR
[REDACTED]