



**QualitySolicitors
Barwells**

Established 1896

APPENDIX 9

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Ms S Lindsey
Licensing Officer
Lewes District Council
Southover House, Southover Road
Lewes, East Sussex BN7 2SY

By post & email

Our Ref: PMC/KT/Brumwell BRU21/8

Your Ref:

29 September 2016

Dear Sirs

Our Client: Steven Brumwell

Further to our letter of the 26 September, Mr Burvill has provided us with the attached documentation and copy certificates which confirm that all of the staff at The Bay public house now hold their personal licences and that the relevant procedures are being followed.

Yours faithfully

QualitySolicitors Barwells

N.B. A similar letter has been sent to Sussex Police

Directors (May also be referred to as Partners): David George / Tim Morgan / Bill Elliott / Andrew Woods (non lawyer) / Stephen Ash / Nicola Jones / Paul Chaloner.
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Staff

Licenses

All of our staff have qualified and passed their personal licensing course, and 3 of our members of staff are already fully qualified. Below are some attached photos of all the certificates that have recently been obtained by our remaining 5 members of staff who did not have their own licenses.

Staff training

Below is a photograph of just one of the many leaflets and handbooks in which we use to help staff with further training whilst working at the Bay Tree.

Log books.

We have 4 different log books for the staff to write in, our toilet check book, for regular 45minute to 1 hour checks for drugs etc. our refusal book for any body who may be refused service or asked to leave or have been barred, our accident book should there be any, staff or customers and our incident book should there be anything at all that needs reporting.

Staff notices.

We have behind the bar, the premises license on display for customers and staff, Bar rules for our staff so they know exactly what they should be doing, and our folder in which all staff have signed giving them permission to serve alcohol under the DPS' license.

All are photographed below.



