

**From:** Kirstie.j.Rolfe@sussex.pnn.police.uk  
**Sent:** 24 June 2020 14:33  
**To:** Fuller, Robin; Pallister, Kevin  
**Subject:** FW: New premises licence - The Secret Campsite, Cooksbridge BN8 4TD

Good afternoon Robin and Kevin,

Sussex Police has no objections to this application provided that all agreed conditions are placed on the licence when/if granted.

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  
**Telephone 01273 404353 Ext. 564605**

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**From:** Tim Bullen [mailto:tim@thesecretcampsite.co.uk]  
**Sent:** 23 June 2020 20:04  
**To:** Rolfe Kirstie 31774  
**Subject:** RE: New premises licence - The Secret Campsite, Cooksbridge BN8 4TD

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Afternoon Kirstie,

Thanks for your email.

This all sounds very straightforward and we are happy to comply to these standards.

I will be in touch if we have any further questions

Kind regards

Tim

Whilst we're shut, check out our daily postcard #postcardsecretcampsite on [Instagram](#)

[Sign up](#) for wildlife festival and very occasional other news



The Secret Campsite

[01273 401100](#)

Download our Escapee's Handbook [here](#) (free)

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**From:** [Kirstie.j.Rolfe@sussex.pnn.police.uk](mailto:Kirstie.j.Rolfe@sussex.pnn.police.uk) <[Kirstie.j.Rolfe@sussex.pnn.police.uk](mailto:Kirstie.j.Rolfe@sussex.pnn.police.uk)>

**Sent:** 23 June 2020 16:24

**To:** [tim@thesecretcampsite.co.uk](mailto:tim@thesecretcampsite.co.uk)

**Subject:** New premises licence - The Secret Campsite, Cooksbridge BN8 4TD

Good afternoon Mr Bullen,

I am in receipt of your application for a premises licence at the above location. Taking into consideration what you have offered within the application and the Four Licensing Objectives, I would like the following conditions placed on the licence when/if granted;

**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 8 weeks, 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/refusal Log:**

- a. An incident/refusal 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) at least once a fortnight.
- b. 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.
- c. Feedback shall be given to staff to ensure these are used on each occasion that a refusal or incident occurs at the premises.
- d. 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.

Please can you respond with your acceptance or otherwise to the above conditions within 7 days if this email.

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  
**Telephone 01273 404353 Ext. 564605**

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<https://www.sussex.police.uk/report-online>

We want to know your views - see what's new and give us your feedback and suggestions at [www.sussex.police.uk](http://www.sussex.police.uk)

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