

Good morning,

Sussex Police have no objections subject to the agreed conditions detailed in the emails below being placed on the licence, if granted.

The agreed conditions are;

**General;**

**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 12 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.

**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 every 4 weeks.
- 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.

**Café Bar:**

- a. Alcohol shall only be supplied by waiter/waitress service to people seated at tables.
- b. Food shall be available at all times when the premises is open and trading. The primary use of the premises shall be as a café, not be that of a bar and any promotions and advertising will refer to it as such.

**OFF Sales;**

- e. All sales of alcohol, for consumption off the premises, to be made in a sealed container.

**Deliveries:**

1. Deliveries of goods necessary for the operation of the business shall be carried out at such a time or in such a manner as to prevent nuisance and disturbance to nearby residents. The same applies to waste collections.
2. All alcohol orders (whether online, completed by the customer on paper, via the phone or verbally face to face) will contain age verification, whereby the customer will be asked to confirm that they are over 18 and a tick box must be marked to confirm this.
3. All deliveries of alcohol must be made by a person over the age of 18 years
4. Alcohol shall not be delivered to anywhere other than a recognisable permanent business or residential address.
5. In the event that there is no one to accept delivery, alcohol shall not be left on the doorstep or any other place. It can however be left securely with a neighbour as long as they are over 18.
6. Each and every delivery must be signed for and the person delivering the alcohol must request appropriate photographic ID from the recipient if that person is believed to be under 25 years of age. If no such ID is produced the alcohol will not be delivered.
7. Delivery staff must be trained in delivery of alcohol and challenge 25 prior to commencing deliveries.

**Prevention of crime & disorder;**

**CCTV:**

- a. 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. The system shall be on and recording at all times the premises licence is in operation.

b. The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside the premises at all times.

c. CCTV footage will be stored for a minimum of 31 days.

d. 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.

e. The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy.

f. 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.

g. Any breakdown or system failure will be notified to the police immediately & remedied as soon as is practicable.

h. 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.

### **Prevention of children from harm;**

#### **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.

b. Signage advertising the age verification or 'Challenge 25' policy will be displayed in prominent locations in the premises.

Kind Regards

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**Kirstie Rolfe**  
**Sussex Police Licensing Officer for Hastings & Rother District**



Neighbourhood Policing Team  
Battle Police Station | East Sussex  
[EastSussex.Licensing@sussex.police.uk](mailto:EastSussex.Licensing@sussex.police.uk)

**From:** Rolfe, Kirstie 31774

**Sent:** 27 June 2022 11:32

**To:** Alistair Bell

**Subject:** RE: New premises licence - Apiary by Bell LTD, 29 High Street, Lewes, BN7 2LU

Good morning,

I will update the Local Authority with our agreements and advise them that we don't have any objections subject to the agreed conditions being placed on your licence.

Kind Regards



**Kirstie Rolfe**  
**Sussex Police Licensing Officer for Hastings & Rother District**  
Neighbourhood Policing Team  
Battle Police Station | East Sussex  
[EastSussex.Licensing@sussex.police.uk](mailto:EastSussex.Licensing@sussex.police.uk)

**From:** Alistair Bell

**Sent:** 23 June 2022 16:27

**To:** Rolfe, Kirstie 31774 <[Kirstie.Rolfe@sussex.police.uk](mailto:Kirstie.Rolfe@sussex.police.uk)>

**Subject:** Re: New premises licence - Apiary by Bell LTD, 29 High Street, Lewes, BN7 2LU

**\*\*External Email- Think before you click. If you do not trust the sender, do not click on any links or open any attachments. Further information can be found [here](#).\*\***

That would be appreciated.

Thank you

On Thursday, June 23, 2022, <[Kirstie.Rolfe@sussex.police.uk](mailto:Kirstie.Rolfe@sussex.police.uk)> wrote:

Hello,

Thank you for this breakdown of your off sales business. I feel we can remove the following from Off Sales;

f. Alcohol shall only be sold for consumption off the premises in conjunction with the sale of food for takeaway or delivery.

How does that stand with you?

Kind Regards



**Kirstie Rolfe**

**Sussex Police Licensing Officer for Hastings & Rother District**  
Neighbourhood Policing Team

Battle Police Station | East Sussex

[EastSussex.Licensing@sussex.police.uk](mailto:EastSussex.Licensing@sussex.police.uk)

**From:** Alistair Bell

**Sent:** 23 June 2022 15:57

**To:** Rolfe, Kirstie 31774 <[Kirstie.Rolfe@sussex.police.uk](mailto:Kirstie.Rolfe@sussex.police.uk)>

**Subject:** Re: New premises licence - Apiary by Bell LTD, 29 High Street, Lewes, BN7 2LU

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Thanks for coming back to me so promptly.

For the take away element:

In person in the shop, we would like to offer take away food (sandwiches, pastries etc), and also be able to sell a bottle of wine or beer for take away. Ideally the takeaway of alcohol would be free from food constraints. Someone wanting a bottle of wine to take to a friends house or as a gift isn't likely to want to take a sandwich away with that bottle.

For online retail, we hope that our speciality wines & beverages will be sought after, and so people will want to order a bottle or case for home delivery. We may also wish to do memberships/subscriptions whereby people pay £x per month in return for x number of bottles.

This would not really work if there was a requirement to order food, and there would then be additional considerations to be made in regards to packaging and temperature control.

All the age verification, delivery & acceptance rules are completely agreeable, but I would like the provision of food to be removed if possible.

Let me know your thoughts

Kind regards

Alistair

On Thursday, June 23, 2022, <[Kirstie.Rolfe@sussex.police.uk](mailto:Kirstie.Rolfe@sussex.police.uk)> wrote:

Good afternoon Alistair,

The Café/ Bar condition relates to "On Sales" only. Off sales is different.

Please can you explain what you will be doing in relation to “off Sales” by understanding what you require better, will help me decide what conditions are suitable. For example, will you be providing food as a take away service or just alcohol?

Kind Regards



**Kirstie Rolfe**

**Sussex Police Licensing Officer for Hastings & Rother District**  
Neighbourhood Policing Team

Battle Police Station | East Sussex

[EastSussex.Licensing@sussex.police.uk](mailto:EastSussex.Licensing@sussex.police.uk)

**From:** Alistair Bell

**Sent:** 23 June 2022 11:40

**To:** Rolfe, Kirstie 31774 <[Kirstie.Rolfe@sussex.police.uk](mailto:Kirstie.Rolfe@sussex.police.uk)>

**Subject:** Re: New premises licence - Apiary by Bell LTD, 29 High Street, Lewes, BN7 2LU

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Good morning Kirstie,

Having gone through this in a bit more detail, the only other point I would like to note is the requirement to offer food for online retail / delivery.

If my reading is correct, then as long as we have take away options for food in house, then someone can come in store, buy a bottle and then leave? There is no requirement to buy food so as to be able to take away a bottle of wine...?

Where it gets tricky is online retail. I cannot really imagine what food I would offer online that does not incur the deliver process itself.

Could you please clarify what the requirement is there?

Kind Regards

Alistair

On Tue, Jun 21, 2022 at 12:16 PM Alistair Bell wrote:

Ok that's all great.

Thanks for your help.

If it's ok, I'd like to go over this in a little more detail before I fully finalise the agreement. Should be able to get back to you tonight or tomorrow morning. On the move at the moment so haven't gone through in fine details.

Kind regards

Alistair

On Tuesday, June 21, 2022, <[Kirstie.Rolfe@sussex.police.uk](mailto:Kirstie.Rolfe@sussex.police.uk)> wrote:

Hello Alistair,

Thank you for your response.

The term Café/Bar relates to the type of premises you will be internally. It means you wont be a vertical drinking establishment or a restaurant which have different terms. You can still serve alcohol for customers to consume whilst seated as long as you have food available. You cant promote yourself as a vertical bar as such but can promote what you do as long as you abide by the Café/bar terms.

You have applied for off sales so you can sell off sales as a shop, takeaway and delivery. The conditions I have requested reflect this.

I'm afraid I don't know the answer to your question about making alcohol on site and then selling it. From my point of view, you are applying for a licence to sell both on and off the premises, as long as the licence is granted you can sell alcohol. I would suggest you contact the Local Authority to ask that question as they cover all the other areas such as food safety/ hygiene and planning etc.

I hope this helps.

Kind Regards



**Kirstie Rolfe**

**Sussex Police Licensing Officer for Hastings & Rother District**  
Neighbourhood Policing Team

Battle Police Station | East Sussex

[EastSussex.Licensing@sussex.police.uk](mailto:EastSussex.Licensing@sussex.police.uk)

**From:** Alistair Bell

**Sent:** 21 June 2022 11:32

**To:** Rolfe, Kirstie 31774 <[Kirstie.Rolfe@sussex.police.uk](mailto:Kirstie.Rolfe@sussex.police.uk)>

**Subject:** Re: New premises licence - Apiary by Bell LTD, 29 High Street, Lewes, BN7 2LU

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Hi Kirstie,

Thanks for sending this over.

One small amendment to note in your description is that in the rear garden would be 3 tables, so approximately 10 covers.

If possible, we consider ourselves to be a Cafe, Shop & Bar (the shop element consisting of non alcohol related items as well as alcohol). Can we remove or amend the wording regarding being a Cafe primarily? I'm just worried that if we promote our cocktails/wine online, which we would like to do, it might contravene the licensing terms.

Also, for reference, if we were to want to sell bottled cocktails made on site, is there any licensing consideration that is worth adding now? I realise there is a labelling consideration to be made, but in regards to production, should/could I add anything else?

Otherwise everything looks reasonable.

Kind regards

Alistair

On Tuesday, June 21, 2022, <[Kirstie.Rolfe@sussex.police.uk](mailto:Kirstie.Rolfe@sussex.police.uk)> wrote:

Good morning Mr Bell,

I am in receipt of your application for a premises licence at the above location. Thank you for taking the time to speak with me today about your application. You explained you will have approximately 20 covers in main shop, the basement (which is part of phase 2) will be split in to 2 parts, 1 for storage and the other for private dining room with approximately 8 covers and the outside garden will have approximately 3 covers. You do not want to be a vertical drinking establishment but would like people to be able to come in, be seated to consume alcohol and that food will be available at all times.

Having reviewed the steps offered to support the four licensing objectives, I feel they are not strong enough. The following are conditions I feel are required to better support the four licensing objectives and are what I will require to be placed on your licence, if granted;

**General;**

**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 12 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.

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#### **OFF Sales:**

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f. Alcohol shall only be sold for consumption off the premises in conjunction with the sale of food for takeaway or delivery. To be removed

#### **Deliveries:**

1. Deliveries of goods necessary for the operation of the business shall be carried out at such a time or in such a manner as to prevent nuisance and disturbance to nearby residents. The same applies to waste collections.
2. All alcohol orders (whether online, completed by the customer on paper, via the phone or verbally face to face) will contain age verification, whereby the customer will be asked to confirm that they are over 18 and a tick box must be marked to confirm this.
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### **Prevention of children from harm;**

#### **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.

b. Signage advertising the age verification or 'Challenge 25' policy will be displayed in prominent locations in the premises.

Please can you respond with your acceptance or otherwise by Monday 27<sup>th</sup> June 2022. Failure to respond could result in your application being objected to.

Kind Regards



**Kirstie Rolfe**

**Sussex Police Licensing Officer for Hastings & Rother District**  
Neighbourhood Policing Team

Battle Police Station | East Sussex

[EastSussex.Licensing@sussex.police.uk](mailto:EastSussex.Licensing@sussex.police.uk)