

Murrae Hume

From: Ben Nicholson <ben@nelsoncoffee.co.uk>
Sent: 27 October 2017 13:47
To: Wolfe, Catherine
Cc: Danielle Ball; Murrae Hume; Denham.vokins@sussex.pnn.police.uk; Wilkes, Richard
Subject: Re: Nelson Coffee, 4 Terminus Road, Eastbourne BN21 3LP

Dear Cathie,

Thank you for your email.

I confirm that I agree to all conditions and the amended times for the supply of alcohol.

Best wishes,
Ben

Ben Nicholson
Co-Owner, Nelson Coffee Co.

Address: 4 Terminus Road, BN21 3LP
Tel: 07710 989340
Web: nelsoncoffee.co.uk
Email: ben@nelsoncoffee.co.uk

On 27 Oct 2017, at 10:32, <Catherine.Wolfe@sussex.pnn.police.uk>
<Catherine.Wolfe@sussex.pnn.police.uk> wrote:

Dear Mr. Nicholson,

I am in receipt of your application for a new premises licence at the above address. From our telephone conversation yesterday I understand that the premises is a coffee shop with a counter area and 38 covers. I further understand that if a premises licence is granted the coffee shop will be run as a café/bar. I note the steps you have offered to promote the four licensing objectives and the hours requested for the supply of alcohol, recorded music and opening to the public.

Requested Hours: Supply of alcohol, recorded music and times the premises will be open to the public:

Monday to Wednesday: 08:00hrs – 17:30hrs

Thursday to Sunday: 08:00hrs – 23:00hrs

We discussed the fact that the hours you have requested are the same as the opening times and I pointed out to you that the terminal hour for the supply of alcohol needs to be less than the opening times. This is to allow customers, who have perhaps ordered a drink at 22:50hrs, the time to finish it without having to rush because they must vacate the premises no later than 23:00hrs.

In light of that you have agreed to amend the hours for the supply of alcohol as follows:-

Monday to Wednesday: 08:00hrs – 17:00hrs

Thursday to Sunday: 08:00hrs – 22:30hrs

The following is a list of conditions I require to be attached to your licence when/if granted:-

Substantial food and non-intoxicating beverages (including drinking water) shall be available during licensing hours in all parts of the premises where liquor is sold. The supply of alcohol for consumption on the premises shall only be by waiter/waitress service to persons seated at tables or similar.

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, (PSDB publication 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.

- a) The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside the premises at all times.
- b) CCTV footage will be stored for a minimum of 28 days
- c) 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.
- d) The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy.
- e) Subject to Data Protection 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 for the police without difficulty or delay and without charge to Sussex Police.
- f) Any breakdown or system failure will be notified to the police immediately & remedied as soon as practicable.

All staff will be trained in licensing law and the responsible sale of alcohol prior to commencement of selling alcohol; a staff training manual will be kept and maintained at the premises and made available for inspection by police licensing officers and local authority officers on request. Refresher training will be given to all staff at least every six months by the DPS or an accredited trainer.

An incident book will be kept and maintained at the premises and made available for inspection by police, police licensing officers and local authority officers on request. This book shall solely be used for the purpose of recording incidents.

A refusals register will be kept and maintained at the premises and made available for inspection by police, police licensing officers and local authority officers on request.

All staff shall have written authorisations from the Designated Premises Supervisor to permit them to sell alcohol.

A 'Challenge 25' policy shall be in operation at the premises and staff will be suitably trained to implement this policy. The only form of ID that will be accepted are a passport, a photographic driving licence or a Proof of Age card bearing the 'PASS' hologram.

I would be grateful if you would respond to this email using the Reply All button no later than Wednesday 1st November 2017. You will need to state your agreement, or otherwise, to the conditions and the amended times for the supply of alcohol in your email.

Kind regards,

Cathie Wolfe ABII

Eastbourne, Lewes, Wealden, Hastings & Rother District Licensing Officer
Local Policing Support Team, Bexhill Police Station
Terminus Road, Bexhill, East Sussex TN39 3NR

Telephone 101 Ext. 564241

www.sussex.police.uk

Sussex Police – Serving Sussex

The information contained in this communication is intended solely for the person and organisation to whom it is addressed. If you have received this message in error, please contact the sender as soon