



## ADUR DISTRICT COUNCIL

### Licensing Act 2003 - Applications completed in 2019

**Please find below a list of Licensing Act 2003 applications completed since 1 January 2019 by the Licensing Authority, Adur District Council, for new Premises Licences, Variations to existing Premises Licences and Review applications.**

The terms of the Licensing Act 2003 dictate that all 'new' applications and 'variation' applications are publicised and consulted on. If no representations are received from 'Responsible Authorities' or any other persons such applications must be granted as applied for. If relevant representations are received and mediation between the parties is unsuccessful then the application has to be deliberated by the Licensing Committee following a hearing.

'Minor variations' are also consulted on but only by 'public notice' on the premise, details posted on this website and any responsible authorities the licensing authority selects as relevant. If relevant representations are received and considered by officers to have implications under the licensing objectives then the application is simply rejected and a full variation has to be applied for.

'Review' applications are consulted on by public notices being displayed on the premise and on the licensing authority's notice board situated at the Shoreham Centre. Details are posted on this website and copies of the application are served on the licence holder and responsible authorities. Review applications cannot be withdrawn unless a licence is surrendered and must be heard by the Licensing Committee whatever agreement mediation may produce.

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#### **Budgens - Shell Service Station**

An application for a 'minor variation' to the premises licence at the 'Budgens' store. The convenience store is situated on the forecourt of the Shell Service Station situated at 151 Brighton Road, Shoreham-by-Sea, BN43 5LD. The licence authorises the sale of alcohol for consumption off the premises. The application sought to vary the existing Premises Licence to authorise:

- Changes to the internal layout of the store

No other changes were proposed by the application

**Licence holder and applicant:** Shell UK Oil Products Ltd.

**Consultation closed:** Thursday 12 December 2019

**Committee Hearing:** Not required for a minor variation

For a minor variation application, in addition to the statutory public consultation, the Licensing Authority has the discretion to consult any responsible authorities it considers necessary and relevant to the type of application. In this case, as it involved changes to the layout of the premises that could potentially have implications affecting the licensing objectives, Sussex Police and the Fire & Rescue Service were consulted.

No formal representations were received from members of the public or authorities consulted. After due consideration officers considered the changes proposed unlikely to have an adverse effect on the licensing objectives. Consequently, the minor variation was granted as per the terms of the Licensing Act 2003

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### **Toto Italian Restaurant**

An application for a new premises licence for a restaurant known as Toto. The venue is situated at 6-7 Queensway, North Road, Lancing, BN15 9AY.

The application sought authorisation for the sale of alcohol for consumption on the premises.

The application sought to authorise:

- Sale of Alcohol:
  - 12:00hrs to 16:00hrs Sunday
  - 12:00hrs to 15:00hrs and 17:00hrs to 22:00 Monday – Thursday
  - 12:00hrs to 15:00hrs and 17:00hrs to 23:00hrs Friday & Saturday
- Opening to the Public:
  - 12:00hrs to 16:00hrs Sunday
  - 12:00hrs to 15:00hrs and 17:00hrs to 22:00hrs Monday – Thursday
  - 12:00hrs to 15:00hrs and 17:00hrs to 23:00hrs Friday & Saturday

The applicant offered a number of conditions in the operating schedule to address the licensing objectives.

A premises licence had previously been in place at this premises.

**Licence holder and applicant:** Toto Italian Restaurant Ltd.

**Consultation closed:** Thursday 10 October 2019

**Committee Hearing:** Not required

The consultation on this application had to be extended and the hearing re-scheduled as a result of the applicant's initial failure to advertise the application within the prescribed period.

However, once consultation was properly completed, no representations were received from members of the public but the application attracted one representation from a responsible authority. In this case Sussex Police. The Licensing Act encourages mediation and this was conducted successfully. The Police's concerns were addressed by the applicant volunteering a number of conditions to the premises' operating schedule that will now become enforceable conditions of licence in addition to those detailed in the application.

As a result an amended licence was granted as per the terms of the Licensing Act 2003

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### **Budgens, Shell Service Station – Shoreham Airport**

An application for a 'minor variation' to the premises licence at the 'Budgens' store. The convenience store is situated on the forecourt of the Shell Service Station situated at 151 Brighton Road, Shoreham-by-Sea, BN43 5LD. The licence authorises the sale of alcohol for consumption off the premises. The application sought to vary the existing Premises Licence to authorise:

- Changes to the internal layout of the store

No other changes were proposed by the application

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**Licence holder and applicant:** Shell UK Oil Products Ltd.  
**Consultation closed:** Thursday 12 December 2019  
**Committee Hearing:** Not required for a minor variation

For a minor variation application, in addition to the statutory public consultation, the Licensing Authority has the discretion to consult any responsible authorities it considers necessary and relevant to the type of application. In this case, as it involved changes to the layout of the premises that could potentially have implications affecting the licensing objectives, Sussex Police and the Fire & Rescue Service were consulted.

No formal representations were received from members of the public or authorities consulted. After due consideration officers considered the changes proposed unlikely to have an adverse effect on the licensing objectives. Consequently, the minor variation was granted as per the terms of the Licensing Act 2003

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## The Marlipins

An application for a 'minor variation' to the premises licence at the 'Marlipins'. The public house is situated at 38 High Street, Shoreham-by-Sea, BN43 5DA. The premises is licensed for the sale of alcohol for consumption on & off the premises and the provision of regulated entertainment. The licence authorised:

- Sale of alcohol:
  - 11:00hrs and 23:30hrs Sunday
  - 10:00hrs and 00:00hrs Monday – Thursday
  - 10:00hrs and 01:00hrs (of the following morning) Friday & Saturday.
- Provision of regulated entertainments up to:
  - 11:00hrs and 23:30hrs Sunday
  - 10:00hrs and 00:00hrs Monday – Thursday
  - 10:00hrs and 01:00hrs (of the following morning) Friday & Saturday.
- Opening to the Public:
  - 11:00hrs and 00:00 (midnight) Sunday
  - 10:00hrs and 00:30hrs (of the following morning) Monday – Thursday
  - 10:00hrs and 01:30hrs (of the following morning) Friday & Saturday.

The application sought to vary the existing Premises Licence's opening hours only. This to allow the premises to open earlier for breakfast, coffee and tea etc.

- Opening to the Public:
  - 08:00hrs and 00:00 (midnight) Sunday
  - 08:00hrs and 00:30hrs (of the following morning) Monday – Thursday
  - 08:00hrs and 01:30hrs (of the following morning) Friday & Saturday.

No changes to the hours for licensable activity, or types of regulated activity provided, were proposed by this application and all other conditions of licence to remain unchanged.

**Licence holder and applicant:** Punch Partnerships (PTL) Ltd.  
**Consultation closed:** Wednesday 14 August 2019  
**Committee Hearing:** Not required for a minor variation

For a minor variation application, in addition to the statutory public consultation, the Licensing Authority has the discretion to consult any responsible authorities it considers necessary and relevant to the type of application. In this case, as it involves changes to the opening hours of the venue that could potentially have implications to the Licensing Objectives Sussex Police were consulted.

No formal representations were received from members of the public or the authority consulted. After due consideration officers considered the changes proposed unlikely to have an adverse effect on the licensing objectives. Consequently, the minor variation was granted as per the terms of the Licensing Act 2003

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## Shell Service Station - Shoreham Airport

An application for a 'minor variation' to the premises licence at the 'Shell Service Station - Shoreham Airport'. The service station & store is situated at 151 Brighton Road, Shoreham-by-Sea, BN43 5LD. The application sought to vary the existing Premises Licence to authorise:

- Changes to the internal layout of the store.

No changes to the hours for licensable activity or types of regulated activity provided were proposed by this application and all other conditions of licence to remain unchanged.

**Licence holder and applicant:** Shell UK Oil Products Ltd.

**Consultation closed:** Thursday 27 June 2019

**Committee Hearing:** Not required for a minor variation

For a minor variation application, in addition to the statutory public consultation, the Licensing Authority has the discretion to consult any responsible authorities it considers necessary and relevant to the type of application. In this case, as it involved changes to the layout of the venue that could potentially have had implications to the licensing objectives Sussex Police and the West Sussex Fire & Rescue Service were consulted.

No formal representations were received from members of the public or authorities consulted. After due consideration officers consider the changes proposed unlikely to have an adverse effect on the licensing objectives. Consequently, the minor variation was granted as per the terms of the Licensing Act 2003

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## Co-Op - Manor Road Service Station, Lancing

An application for a new premises licence for a petrol station convenience store. The new Co-Op store is to be situated at the Manor Road Service Station, 96 Manor Road, Lancing, BN15 0HL. The site was licensed but the site is being extensively redeveloped requiring a new licence.

The application sought authorisation for the sale of alcohol for consumption off the premises.

- Sale of Alcohol
  - 06:00hrs to 21:00hrs Monday - Sunday incl.
- Opening to the Public
  - 06:00hrs to 21:00hrs Monday - Sunday incl.

**Licence holder and applicant:** Tankerford Ltd.

**Consultation closed:** Thursday 9 May 2019

**Committee Hearing:** Cancelled

No relevant representation was received from members of the public or the responsible authorities. As a result the application was granted as applied for as per the terms of the Licensing Act 2003

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## The Cricketers - Southwick

An application for a minor variation to the premises licence at the 'Cricketers' public house. The venue is situated at The Green, Southwick, BN42 4GF. The licence authorises the sale of alcohol for consumption on & off the premises and the provision of regulated entertainment. The timings for Alcohol sales being from 10:00hrs to 23:00hrs Sunday - Thursday and 10:00hrs to 00:00hrs (midnight) Friday & Saturday.

The application sought to authorise:

- Removal of the following;
  - All conditions pertaining to the archaic to the children's certificate
  - Annex 2 —Conditions consistent with the Operating Schedule
    - General
      - Staff will be trained on the requirements of the Licensing Act 2003 and given drug awareness training.
    - Prevention of Crime & Disorder
      - There will be a 30 minute period at the end of permitted times for the sale of alcohol and customers will have access to the sanitary facilities.
    - Prevention of Public Nuisance
      - During the period after the permitted times for the sale of alcohol, the volume of recorded music will be reduced to no louder than background levels.
      - On any day, all windows will be closed after 23.00hrs.
  - Annex 3 —Conditions attached after a hearing by the Licensing Authority
    - Security Industry Authority training and licensed Door Supervisors will be deployed on the premises from 8pm until closing every Friday and Saturday evening. There will be a minimum of one Door Supervisor to every 100 or part 100 customers plus one additional Door Supervisor at the main entrance. Those performing the role of Door Supervisor will not perform any other role when engaged for the purpose of Door Supervisor activities. Door Supervisors will also be deployed from 8pm until closing time on Christmas Eve, Boxing Day, New Years Eve, New Years Day, Good Friday, Easter Saturday, Easter Sunday and all other bank holidays, plus the day preceding a bank holiday. On all other days when Door Supervisors are not employed, a documented suitable and sufficient risk assessment must be completed, identifying the activities undertaken at the premises and the controls necessary to minimise the risk of crime and disorder occurring in accordance with the licensing objectives.
    - Door Supervisors shall be fully briefed prior to work, with clear written instructions regarding their specific duties. Door Supervisors shall implement a dispersal policy to prevent groups gathering and engaging in altercations. Door Supervisors will be made aware of individuals banned by Pubwatch. These records will be made available to the Licensing Authority and/or the Police upon request.
    - A drugs policy shall be drawn up which shall include a searching of patrons by SIA Door Supervisors in agreement with Sussex Police. This may include a minimum search ratio as agreed with Sussex Police.
    - A maximum capacity for the premises, including staff, to be set by way of a Fire Risk Assessment. At times when SIA Door Supervisors are deployed they will use a hand held counter to monitor numbers for this purpose.
    - A Digital CCTV to be installed in accordance with the Home Office guidelines relating to 'UIC Police Requirements for Digital CCTV Systems'. CCTV images shall be retained for at least 28 days and, except for mechanical breakdown beyond the control of the proprietor, shall be made available upon request to the Police. Any breakdown or systems failure will be reported to the Police immediately and remedied as soon as practical. This system will provide coverage of all entrances and exits, the vicinity outside all entrances and exits, the internal drinking areas, toilets, the garden area and the car park.
    - Regular patrols are to be conducted, at least hourly, both inside and outside the premises by staff to ensure that all empty glasses and bottles are promptly cleared away. This will be documented.

- A Challenge 25 Policy will apply with regards to the sale of alcohol. With anyone who appears to be under the age of 25 being required to provide satisfactory photographic evidence that they are 18 years or over before being sold or supplied with any alcoholic drink. This will be reviewed with the Police after 6 months and if the Police are in agreement then this will be reduced to a Challenge 21 Policy.
- Staff involved in making sales of alcohol shall be fully trained prior to sales taking place. Training will include an awareness of proxy sales and the refusal of sales to persons who may reasonably be suspected of being drunk. Training shall be recorded and shall take place at no less than three-monthly intervals. Records of training shall be documented and available to the Police and Local Authority licensing officers.
- Both a refusal register and an incident register will be kept on the premises to record all refusals and incidents of crime or disorder. These records will be made available to the Licensing Officer and/or the Police on request.
- No licensable activities shall be conducted outside the premises after 22.00hrs.
- No drinking vessels shall be permitted outside the premises after 22.00hrs.
- After 22.00hrs smoking shall be restricted to the patio area.
- All drinking vessels (glasses) shall be made of toughened glass.
- Patrons shall be requested not to congregate outside the premises and to leave the premises quietly. Notices to this effect must be prominently displayed at the entrances of the premises.
- The premises will be an active member of the Shoreham Pubwatch Group or similar organisation and will be represented at not less than 75% of all meetings. All decisions collectively made by the group will be complied with.
- To be replaced with:
  - Regular patrols are to be conducted, at least hourly, both inside and outside the premises by staff to ensure that all empty glasses and bottles are promptly cleared away. This will be documented.
  - No licensable activities shall be conducted outside the premises after 22:00hrs.
  - No drinking vessels shall be permitted outside the premises after 22:00hrs.
  - 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
    - .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. A member of staff must be present at all times who can operate the system and supply copies of these images on request to either Sussex Police or officers of the local authority.
    - The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy.
    - 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.
    - Any breakdown or system failure will be notified to the police immediately & remedied as soon as 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.
- A documented risk assessment must be produced by the premises. The assessment will identify all licensable activities undertaken at the premises and the controls necessary to promote the licensing objectives. The written risk assessment will include:
  - When SIA trained and licensed door staff shall be employed on occasions when a requirement is identified by the licence holder's written risk assessment or requested by Sussex Police. When door staff are employed at the premises they will be at a ratio of one per one hundred persons starting with a minimum of two door staff. Consideration must be given to all door staff on duty wearing body worn cameras.
  - What considerations have been made by the licence holder regarding any additional special events which may arise in the City during the year. These special events will include Christmas Eve, New Year's Eve, bank holiday weekends, Halloween, significant sporting events including football matches.
  - The use of glassware versus shatterproof or polycarbonate drinking vessels and the supply of glass bottles to customers.
  - This written risk assessment will be reviewed every 12 months or sooner should the need arise and a copy shall be retained at the premises.
- The premises will join and be an active participating member in the local pub watch or business crime reduction partnership as appropriate and if they are in existence.
- Drugs Policy - The premises licence holder will implement and operate a zero tolerance policy towards drugs and drug misuse at the premises. In the event that a person is found on the premises actively dealing in drugs, reasonable steps shall be taken to detain that person and the police called to the premises.
  - There will be a written search policy in place for when door supervisors are on duty with the number of searches to be carried out set on a risk assessment basis. Drugs or weapons taken from customers will be stored securely and delivered to the police in a manner agreed with the police.
  - The management and premises will have an absolute zero tolerance policy towards drugs and drug misuse. Any illegal drugs seized will be stored in a secure 'drugs box' and periodically the management will request the police to come and remove all drugs in the 'drugs box' for destruction.
  - Individuals found to have drugs in their possession will be banned from the premises.
  - The management will permit the police to use drugs detection process e.g. and 'ION Track' machine or similar device inside the premises to detect the illegal use of drugs and will sign a Police consent form.
  - Any seized drugs will be documented using a clear bagging and numbering system and this documentation will be provided to Police when drugs are collected for destruction.
  - A lockable drugs storage box will be kept on the premises at all times. All illegal or unidentified drugs found or seized at the premises will be locked in the box.
  - Public toilets to be proofed by encasing cisterns in such a way that flat surfaces do not exist and toilet roll holders to be raised up to eliminate misuse. Lidless seats to be installed in all cubicles.
- The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The recommended forms of ID that will be accepted are passports, driving licenses with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram. Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises.

- 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
- Further verbal reinforcement/refresher training covering the above will be carried out thereafter at intervals not to exceed eight weeks, with the date and time of the verbal reinforcement/refresher training documented.
- All such training undertaken by staff members shall be fully documented and recorded. All training records shall be made available to officers of any responsible authority.
- An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises and immediately outside, and any refusals of alcohol. The incident log will be inspected and signed off by the DPS (or a person with delegated authority) at least once a month. The log book will be kept on the premises and be available for inspection at all times the premises are open by officers of any responsible authority. An incident will be defined as being one which involves an allegation of a criminal offence.
- Children will be accompanied by a responsible adult.
- After 22:00 customers will not be permitted to take alcohol outside of the premises to consume whilst smoking, congregating or eating on the pavement outside of the premises.
- No open vessels shall be allowed off the premises

**Licence holder and applicant:** Greene King Retailing Ltd.

**Consultation closed:** Friday 19 April 2019

**Committee Hearing:** Not required for a minor variation

For a minor variation application, in addition to the statutory public consultation, the Licensing Authority has the discretion to consult any responsible authorities it considers necessary and relevant to the type of application. In this case, as it involved changes to conditions of the licence that could potentially have implications on the licensing objectives, Sussex Police were consulted.

No formal representations were received from members of the public or the police. After due consideration officers consider the changes proposed unlikely to have an adverse effect on the licensing objectives. Consequently, the minor variation has been granted as per the terms of the Licensing Act 2003

### **Beach Green & Foreshore - Lancing**

An application for a new premises licence for the public park and foreshore known as 'Beach Green'. The venue is situated on Brighton Road, Lancing, BN15 8BQ.

The application sought authorisation for the provision of regulated entertainment to include plays, films, live music, recorded music, dance and anything of a similar nature between 1 March and 30 September each year.

The park is currently licensed for entertainment but the new application sought to

- Increase the area that the licence covers to include the foreshore to the south and 100m to the east & west of the Perch Café
- Extend the terminal hour for licensable activity by 30 minutes from 22:0hrs to 22:30hrs.

The application sought to authorise:

- Provision of Regulated Entertainment
  - 10:00hrs to 22:30hrs Monday - Sunday incl. between March and September.
- Opening to the Public
  - Public park open 24hrs a day 365 days a year



The application states that licensable activities authorised by the premises licence or by the service of a temporary event notice will not be carried out on any part of the premises on more than 28 days in any calendar year.

The applicant re-stated the enforceable conditions that were in place on the existing licence to address the licensing objectives. Under the terms of the Licensing Act 2003 a new licence is required because the variation process cannot authorise substantial increases to the area covered by the existing premises licence.

**Licence holder and applicant:** Lancing Parish Council

**Consultation closed:** Tuesday 23 April 2019

**Committee Hearing:** The date to be announced if required

No relevant representation was received from members of the public or the responsible authorities. As a result the application was granted as applied for as per the terms of the Licensing Act 2003

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### **The Railway Inn - Lancing**

An application for a minor variation to the premises licence at 'The Railway Inn'. The public house is situated at 1 North Road, Lancing, BN15 9AH. The licence authorises the sale of alcohol for consumption on & off the premises and the provision of regulated entertainment from 10:00hrs to 23:30hrs Sunday - Thursday and 10:00hrs to 00:00hrs (midnight) Friday & Saturday.

The application sought to authorise:

- Removal of a number of outdated and obsolete conditions of licence regarding:
  - Staff Training
  - Drug Awareness Training
  - CCTV
  - Proof of Age Scheme
- The adoption of a number of comprehensive conditions regarding;
  - Digital CCTV provision
  - A Challenge 25 scheme
  - SIA Door staff provision
  - Staff training
  - Detailed Drugs policy
  - Incident & Refusal handling & recording

to bring the licence up to date and fit for purpose.

No changes to the times or type of regulated activity provided were proposed by this application and all other conditions of licence to remain unchanged.

**Licence holder and applicant:** Mr Matthew Short

**Consultation closed:** Wednesday 12 December 2018

**Committee Hearing:** Not required for a minor variation

For a minor variation application, in addition to the statutory public consultation, the Licensing Authority has the discretion to consult any responsible authorities it considers necessary and relevant to the type of application. In this case, as it involved changes to the conditions of the licence that could potentially have implications to the licensing objectives Sussex Police, The Fire & Rescue Service and the Environmental Protection Team were consulted.

No formal representations were received from members of the public or authorities consulted. After due consideration officers consider the changes proposed unlikely to have an adverse effect on the licensing objectives. Consequently, the minor variation has been granted as per the terms of the Licensing Act 2003.

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