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**Neighbourhood Licensing Team**  
**West Sussex Division**

Mr Mike Lyons  
Crawley Borough Council  
Town Hall  
The Boulevard  
Crawley  
West Sussex  
RH10 1UZ

Monday 27 April 2015

**APPLICATION FOR A PREMISES LICENCE TO BE GRANTED UNDER THE LICENSING ACT 2003 FOR 53 IFFIELD ROAD, WEST GREEN, CRAWLEY, WEST SUSSEX, RH11 7AS**

Dear Mr Lyons,

I write on behalf of the Chief Officer of Police for Sussex to raise a representation against the grant of the above application on the grounds of Prevention of Crime and Disorder, Protection of Children from Harm and Prevention of Public Nuisance.

Whilst the operating schedule offers basic steps to promote the licensing objectives, it fails to satisfy Sussex Police that the licensing objectives will be effectively promoted. Sussex Police face significant challenges in the surrounding area of this premises specifically with regard to street drinkers and anti-social behaviour. For this reason Sussex Police believe the conditions below need to be added to the premises licence to ensure the licensing objectives are promoted and the premises does not contribute further towards the ongoing issues in the area.

Subject to the below conditions being added to the premises licence, replacing those proffered in the application where applicable, Sussex Police can resolve its representation:

1. The premises will operate an age verification policy set at a minimum of 25 years, whereby any person attempting to buy alcohol who appears to be under 25 (or the age set by the policy) will be asked for photographic ID to prove their age.
2. Signage advertising the "Challenge" policy will be displayed in prominent locations in the premises and shall include the point of sale and the area where the alcohol is displayed, as a minimum.
3. All staff members engaged, or to be engaged, in selling alcohol on the premises shall receive full training pertinent to the Licensing Act, specifically in regard age-restricted sales, and the refusal of sales to persons believed to be under the influence of alcohol or drugs. Induction training must be completed and refresher training thereafter at intervals of no more than four (4) months. All restricted sales training undertaken by staff members shall be fully documented and signed by the employee and the DPS. All training records shall be made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Licensing Officers.
4. The premises shall at all times maintain and operate a sales refusals log and an incident log will be kept to record all refusals and incidents of crime or disorder. Feedback shall be given to staff to ensure these are used on each occasion that a refusal or incident occurs at the premises. These records shall be kept for a minimum of twenty four (24) months, and made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Licensing Officers.
5. 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



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09/05), operated and maintained throughout 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.
  - 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.
6. The premises will actively participate and adhere to the local Shopwatch scheme, and will not sell alcohol to target street drinkers identified through the scheme.
  7. No beers, lagers or ciders will be sold in cans with an Alcohol By Volume (ABV) in excess of 6.5 % or in bottles larger than 750ml with an ABV in excess of 6.5%
  8. No beer or cider cans to be sold in single units. Beer and cider only to be sold in multiple packs of a minimum of 4 cans.
  9. Spirits will be stored and displayed behind the counter, or out of the reach of the public.
  10. No alcohol will be stored within three (3) metres of the entrance to the premises.

If you wish to discuss this further please do not hesitate to contact the licensing office on the details provided below.

Yours sincerely

J.M. BEEKEN  
Ch. Insp DB139.

**Chief Inspector Justina Beeken**  
Crawley District Commander