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**West Sussex Division**  
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17<sup>th</sup> January 2019

Mr Mike Lyons  
Alcohol & Premises Licensing  
Planning & Environmental Services Dept  
Town Hall  
The Boulevard  
CRAWLEY  
RH10 1UZ

Dear Mr Lyons,

**RE: APPLICATION FOR VARIATION OF THE CLUB PREMISES CERTIFICATE FOR CRAWLEY MASONIC CLUB, CRAWLEY MASONIC HALL, IFIELD GREEN, CRAWLEY, RH11 0LZ. LICENSING ACT 2003.**

I write on behalf of the Chief Officer of Police for Sussex to raise a representation in respect of this variation application on the grounds of the protection of children from harm.

This is an application to extend the hours for the supply of alcohol until 01:00 with opening until 2:00 Monday to Saturday and 22:30 and 01:00 respectively on Sunday evenings.

It is noted that there are no conditions on the existing licence. Sussex police have no issues whatsoever or any concerns about the premises or this variation application to increase the hours. However we note that currently there are conditions under annex 2 of the licence.

We note that in the variation application Mr Humphrey is already offering the following new conditions:

The Club 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 will be asked for photographic ID to prove their age. 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.

Children under the age of 18 must be accompanied by their parent, guardian or other appointed adult at all times when in or around the Club.

New members may not make use of the licensed premises until a period of 48 hours has elapsed since the date of the application.

Club members may sign in a maximum of two guests at any one time.

We have requested the following additional conditions to compliment those above:

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 prior to engaging in any sale of alcohol. Refresher training (which may be verbal reinforcement) shall be conducted thereafter at intervals of no more than sixteen (16) weeks. All restricted sales training undertaken by members shall be fully documented and signed by those persons involved in the sale/supply of alcohol and a member of the committee. All training records shall be retained at the club and made available upon request to the Local Authority Licensing Officers and Sussex Police Officers.

The Club shall at all times maintain and operate a sales refusals log and an incident log, recording all refusals and incidents of crime or disorder. These shall be reviewed and signed by a committee member at intervals of no more than eight (8) weeks. 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 at the club for a minimum of twelve (12) months, and made available upon request to officers of any responsible authority.

Children under the age of 18 may not be permitted on the premises after 21:00 hours.

I attach an email confirmation from Mr Humphrey accepting the new conditions above for your information. Accordingly Sussex Police withdraw their representation subject to the new conditions in their entirety being added to the varied licence, should it be granted in due course.

Yours sincerely,



Chief Inspector Burtenshaw  
District Commander

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