

# Premises Licence

Licensing Act 2003 - Part A

## CRAWLEY BOROUGH COUNCIL

Licensing Section, Town Hall, The Boulevard, Crawley,  
West Sussex, RH10 1UZ.  
01293 438289



**PREMISES LICENCE NUMBER**

**23/02923/LAPRE**

### Part 1 - Premises details

**Postal address of premises, or if none, ordnance survey map reference or description:**

Cinnamon  
Sps Assets Ltd  
55 Ifield Road  
West Green  
Crawley  
West Sussex  
RH11 7AS

**Mobile Phone Number:** [REDACTED]

**Where the licence is time limited the dates:** Not applicable

**Licensable activities authorised by the licence:**

Supply of Alcohol

**The times the licence authorises the carrying out of licensable activities:**

#### Supply of Alcohol

Standard days & Timings

Monday to Sunday: 10:00 Hours to 22:30 Hours

**The opening hours of the premises:**

Standard days & timings:

Monday to Sunday: 08:00 Hours to 23:00 Hours

**Where the licence authorises supplies of alcohol whether these are on and/or off supplies:**

On the premises

### Part 2

**Name, (registered) address, telephone number and email (where relevant) of holder of premises licence:**

SPS Assets Ltd  
8 Town Mead  
West Green  
Crawley  
West Sussex  
RH11 7EF

**Electronic Mail:** [REDACTED]

**Mobile Phone Number:** [REDACTED]

Registered number of holder, for example company number, charity number (where applicable):

113760233

Name and address of designated premises supervisor where the premises licence authorises the supply of alcohol:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol:

Personal Licence: [REDACTED] Issuing Authority: [REDACTED]

**State whether access to the premises by children is restricted or prohibited:**

Children under the age of 16 years must be accompanied by a responsible adult at all times whilst on the premises. Under 18's will not be permitted on the premises after 22:00 hours.

## **Annex 1 –Mandatory Conditions**

### **All Premises Licence authorising supply of alcohol**

The licence is granted subject to the Mandatory conditions for sale of alcohol as set out in the Licensing Act 2003 as amended by the Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010 and Order 2014.

1. No supply of alcohol may be made under the Premises Licence –
  - (a) At a time when there is no Designated Premises Supervisor in respect of the Premises Licence;  
or
  - (b) At a time when the Designated Premises Supervisor does not hold a Personal Licence, or his Personal Licence is suspended.
2. Every supply of alcohol under the Premises Licence must be made or authorised by a person who holds a Personal Licence.
3. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange, or participate in any irresponsible promotions in relation to the premises.
  - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises.
    - a) games or other activities which require or encourage, or are designed to require or encourage, individuals to –

- (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
    - (ii) drink as much alcohol as possible (whether within a time limit or otherwise).
  - b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective.
  - c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective.
  - d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage, or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
  - e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
5. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (2) The designated premises supervisor in relation to the premises licences must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth, and either -
- (a) a holographic mark or
  - (b) an ultraviolet feature.
6. The responsible person must ensure that –
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures –
    - (i) beer or cider: ½ pint;
    - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
    - (iii) still wine in a glass: 125 ml; and
  - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
  - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

## Minimum Drinks Pricing

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
2. For the purposes of the condition set out in paragraph 1 –
  - (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979
  - (b) “permitted price” is the price found by applying the formula –
$$P = D + (D \times V)$$
Where –
    - (i) P is the permitted price
    - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
    - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
  - (c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence –
    - (i) The holder of the premises licence
    - (ii) The designated premises supervisor (if any) in respect of such a licence, or
    - (iii) The personal licence holder who makes or authorises a supply of alcohol under such a licence;
  - (d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
  - (e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.
3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from the paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.
  - (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

### If the Premises Licence allows Exhibition of Films

1. Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.

2. Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children must be restricted in accordance with any recommendation by that body.
3. Where
  - (a) The film classification body is not specified in the licence, or
  - (b) The relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question,

admission of children must be restricted in accordance with any recommendation made by that Licensing Authority.

4. In this section “children” means any person aged under 18; and “film classification body” means the person or persons designated as the authority under Section 4 of the Video Recordings Act 1984(c39) (authority to determine suitability of video works for classification).

**If the Premises Licence has conditions in respect of Door Supervision  
except theatres, cinemas, bingo halls and casinos**

1. Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, each such individual must:
  - (a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
  - (b) be entitled to carry out that activity by virtue of section 4 of the Act.
2. But nothing in subsection (1) requires such a condition to be imposed:
  - (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c12) (premises with premises licences authorising plays or films); or
  - (b) in respect of premises in relation to:
    - (i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
    - (ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).
3. For the purposes of this section:
  - (a) “security activity” means an activity to which paragraph 2(1)(a) of that Schedule applies, and, which is licensable conduct for the purposes of that Act, (see Section 3(2) of that Act) and
  - (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

## **Annex 2 – Conditions consistent with the Operating Schedule**

1. Digital Closed-Circuit Television (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, any outside smoking area and any outside tables and chairs area. 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 and outside the premises, at all times.
  - b) CCTV footage will be stored for a minimum of 31 days.

- c) The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy. Times will be updated promptly when British Summer Time starts and ends.
  - d) The management will give full and immediate cooperation and technical assistance to the Police, or authorised Council officers, in the event that CCTV footage is required for the prevention and detection of suspected or alleged crime.
  - e) Subject to General Data Protection Regulation (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 or authorised Council officers, without difficulty or delay and without charge. The CCTV system will have internet connectivity, in order to facilitate the uploading of requested footage to Sussex Police Digital media systems when requested to do so.
  - f) Any breakdown or system failure will be notified to the police licensing team immediately (and a receipt or acknowledgement from police obtained and retained), and remedied as soon as practicable.
  - g) 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.
2. All beverages, including alcohol will be served by waiter/waitress service to customers seated at tables. There will be no vertical drinking.
  3. Customers will not be permitted to consume drinks whilst smoking or otherwise congregating outside the front of the premises beyond the licensed area.
  4. The premises management will ensure that any crime scene is preserved (without being cleaned or any weapons or other key evidence touched or removed) and cordoned off to preserve evidence until the police arrive.
  5. An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises and any refusals of alcohol. The incident log will be inspected and signed off by the Designated Premises Supervisor (DPS) (or a person with delegated authority) at least once a month.
  6. The logbook must be kept on the premises, and be available for inspection at all times the premises are open, by officers of any responsible authority. The incident log will record the following:
    - (1) All crimes or incidents reported to or occurring at the venue including the immediate outside area and smoking area.
    - (2) All ejections of patrons.
    - (3) Any complaints received.
    - (4) Any incidents of disorder.
    - (5) All seizure of drugs or offensive weapons.
    - (6) Any faults in the CCTV system.
    - (7) Any refusal of the sale of alcohol.
    - (8) Any visit by a relevant authority or emergency service, together with the name, job title, and name of the responsible authority which the visitor represents.
  7. The premises will be active and participating members of the local pub watch or Business Crime Reduction Partnership, if one of these schemes is operating in the area.

8. The maximum number of persons permitted on the premises at any one time shall not exceed the safe capacity figures prescribed following the requisite Fire Safety Risk Assessment.
9. Notices will be displayed requesting patrons to respect neighbours, and leave the premises quietly.
10. The Designated Premises Supervisor will keep and maintain a written record of all staff authorised to supply alcohol to customers.
11. The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 years of age, will be asked for photographic identification documents (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, official photographic identity cards issued by EU states bearing a hologram or ultraviolet feature.
12. Suitable and sufficient signage advertising the "Challenge 25" policy, will be displayed in prominent locations in the premises, including the point of sale, and the area where the alcohol is displayed.
13. The Premises Licence Holder shall ensure that all staff members (including family members and friends) engaged or to be engaged, in selling alcohol at the premises, shall receive induction training. This training will take place prior to the selling of such products:
  - (1) the lawful selling of age restricted products.
  - (2) refusing the sale of alcohol to a person who is drunk.
  - (3) training awareness of drink spiking, violence against women and girls and the care and protection of all vulnerable persons, welfare and vulnerability engagement.
  - (4) drugs awareness.
  - (5) the preservation of crime scenes pending police arrival.
14. Further verbal reinforcement/refresher training covering the above will be carried out thereafter at intervals not to exceed six months, with the date and time of the verbal reinforcement/refresher training documented.
15. All such training undertaken by staff members shall be fully documented and recorded, and signed and dated by both the employee and the DPS. All training records shall be kept on the premises, and made immediately available to officers of any responsible authority upon request.
16. Children under the age of 16 years must be accompanied by a responsible adult at all times whilst on the premises. Under 18's will not be permitted on the premises after 22:00 hours.
17. The premises will operate a zero-tolerance policy towards drugs. A prominent notice will be displayed at the entrance to the premises notifying customers that a Zero-Tolerance to Drugs Policy is being operated at the premises.
- 18.

### **Annex 3 – Conditions attached after a hearing by the Licensing Authority**

Not applicable



## **Annex 4 – Plans:**

This licence is issued subject to the attached approved plan as signed and dated, and now forms a very important part of the 'authorisation'.

(Any alteration made to the premises or a substantial change to the approved plans which are currently in the possession of the Council may require a variation of the licence. You are advised to consult with this Licensing Authority before you make any proposed changes).

### **IMPORTANT:**

This licence is issued subject to the Licensing Act 2003, and does not constitute an authorisation for any other purpose administered by Crawley Borough Council (the Council) and it may not be construed that the grant of this premises licence shall indicate the approval of any other authorisation administered by the Council.

This licence forms an authorisation which indicates the approved licensable activities applicable to the premises so mentioned, the times of these activities, the approved layout of the premises and the conditions by which the premises may lawfully operate.

You are advised that in accordance with Section 136 of the Licensing Act 2003, a person commits an offence if they carry on or attempt to carry on a licensable activity on or from any premises otherwise than under and in accordance with an authorisation or knowingly allow a licensable activity to be so carried on.