

Registered number (where applicable)	16783368
Description of applicant	Applicant is J & J Trading (Sussex) Ltd

Operating Schedule

Operating Schedule	
When do you want the premises licence to start?	2026-03-12

Description of Premises

Operating Schedule	
Describe the premises	<ul style="list-style-type: none"> The Jack & Jill Inn has operated for many years under licence number PWA0187 issued by Mid Sussex District Council, but the licence lapsed recently when the premises licence holder passed away. This application is to resurrect a premises licence for this location on largely the same terms (hours and conditions) that existed previously but bringing the licence more in line with modern policies to promote the licensing objectives. The Jack & Jill operates in the main pub building at ground floor level and has a separate ground floor function room. The beer garden area is to be incorporated into the licensed area, as shown on the submitted plans.

Activities Guidance

Which types of licensable activity will you be provisioning?	Supply of alcohol
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Activities

Activity #1.0	
Supply of Alcohol	
Type of Activity	Supply of Alcohol
ActivityVerb	supply of alcohol
Please indicate standard days of Supply of Alcohol	Monday,Tuesday,Wednesday,Thursday,Friday,Saturday,Sunday
Please indicate the standard days and timings. Provide times using the 24 hour clock.	
Monday	
Monday from	10:00
Monday to	23:00
Tuesday	
Tuesday from	10:00
Tuesday to	23:00
Wednesday	
Wednesday from	10:00

Wednesday to	23:00
Thursday	
Thursday from	10:00
Thursday to	23:00
Friday	
Friday from	10:00
Friday to	23:00
Saturday	
Saturday from	10:00
Saturday to	23:00
Sunday	
Sunday from	12:00
Sunday to	22:30
Where will the supplied alcohol be consumed?	Both on and off premises
Non standard timings. Where the club intends to use the premises for the supply of alcohol at different times from those listed above, please list	1000 – 0000hrs For the function room only in respect of pre-booked functions and events, appropriately recorded in a diary (written or digital) and available for inspection by the responsible authorities. Such events must be booked at least 48 hours before the said date. 1000 – 0100hrs for the pub and function room for New Year’s Eve/New Year’s Day.

Activity #2.0

Hours premises is open to the public

Type of Activity	Hours premises is open to the public
Please indicate standard days of Hours premises is open to the public	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

Please indicate the standard days and timings. Provide times using the 24 hour clock.

Monday	
Monday from	08:00
Monday to	23:30
Tuesday	
Tuesday from	08:00
Tuesday to	23:30
Wednesday	
Wednesday from	08:00
Wednesday to	23:30
Thursday	
Thursday from	08:00
Thursday to	23:30
Friday	
Friday from	08:00
Friday to	23:30
Saturday	
Saturday from	08:00

Saturday to	23:30
Sunday	
Sunday from	08:00
Sunday to	23:00
Non standard timings. Where the club intends to use the premises for the at different times from those listed above, please list	0800 – 0030hrs For the function room only in respect of pre-booked functions and events, appropriately recorded in a diary (written or digital) and available for inspection by the responsible authorities. Such events must be booked at least 48 hours before the said date. 0800 – 0130hrs for the pub and function room for New Year's Eve/New Year's Day.

Premises Supervisor

Premises Supervisor	
First name	Jacqueline
Last name	Flower

Adult Entertainment

Adult Entertainment	
Please highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.	none

Objectives

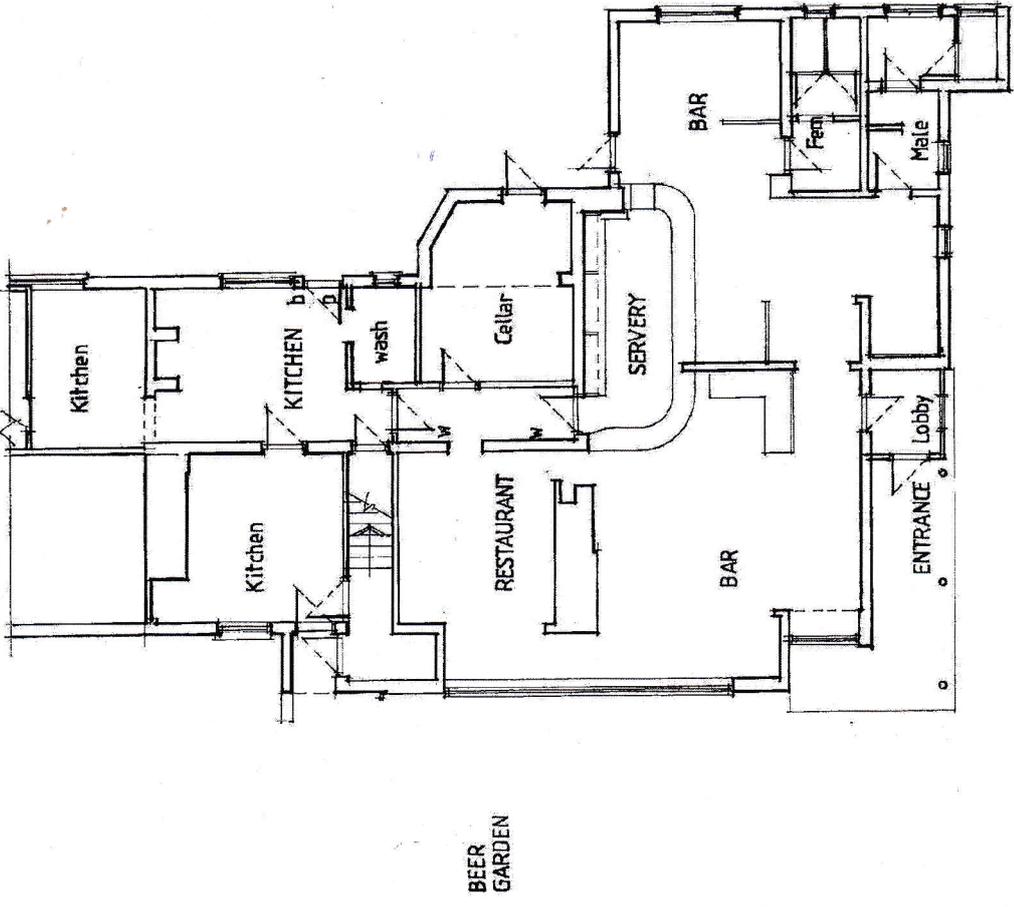
Licensing Objectives	
Please list here steps you will take to promote all four licensing objectives together.	The premises licence holder shall maintain: • A written notice of 'authority' record for all staff who sell alcohol. • Comprehensive training for staff in the main requirements of the Licensing Act 2003, the specific measures and conditions in place to promote the Licensing Objectives and the staff roles and responsibilities. Such records shall be available for inspection by the responsible authorities. • Off sales must be removed from the premises in a sealed container except when served to customers occupying the outside garden areas. • An incident book or digital equivalent shall be maintained to record any activity of a violent, criminal or anti-social nature. The record will contain the time and date, the nature of the incident, the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident. The incident book shall be available for inspection at all reasonable times by an authorised officer of relevant responsible authority and/or Police Officer. The records will be retained for at least 12 months. • A refusals system to be in place (till prompt or book) to be monitored by the DPS and to be made available to an authorised officer of the local authority on request. • The function room shall not be used under non-standard hours unless in respect of pre-booked functions and events, appropriately recorded in a diary (written or digital) and available for inspection by the responsible authorities. Such events must be booked at least 48 hours before the said date. The function room may routinely be used for licensable activity under normal hours.
The	The premises licence holder shall ensure that: • CCTV coverage shall be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition. • Cameras shall encompass all ingress and egress to the premises and all areas where the sale/ supply of alcohol occurs. • Equipment shall be maintained in good working order and checked every 12 months. • The system shall record in real time and operate whilst the premises are open for licensable activities. • The recordings

prevention of crime and disorder	shall be kept available for a minimum period of 31 days and handed to Police or Local Authority Officer on request. • The Recording equipment shall be kept in a secure environment under the control of the Premises Licence Holder or other responsible named individual. • Appropriate signage representative of the above shall be displayed in conspicuous positions. • There will be sufficient members of trained staff available to be able to download evidence with the minimum of delay at the request of the Police or Local Authority approved Officer. • If the CCTV system should fail immediate steps shall be taken to put the equipment back into action. A record shall be kept of any occasion when the system does not operate correctly.
Public safety	The premises licence holder will ensure that: • Appropriate fire fighting equipment shall be installed and maintained at the premises and staff trained in its use. • Fire risk assessments shall be undertaken and acted upon in accordance with current recommendations and requirements. • Effective lighting shall be maintained and operated to ensure the safety of the public and staff. • The approved arrangements at the premises, including means of escape provisions, emergency warning equipment, the electrical installation and mechanical equipment, shall at all material times be maintained in good condition and full working order. • The means of escape provided for the premises shall be maintained unobstructed, free of trip hazards, be immediately available and clearly identified in accordance with the plans provided.
The prevention of public nuisance	The premises licence holder shall ensure that: • The garden areas shall not be used for licensable activity after 2230hrs on any day. • The premises and public areas nearby are kept free from litter associated with the operation of the business. • Satisfactory arrangements will be put in place to supervise an orderly dispersal of customers when leaving the property to ensure the minimum of noise and disturbance to local residents and businesses. • No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance. • Notices will be appropriately displayed requesting customers to be quiet and considerate to local residents and businesses when they leave the premises or occupy the outside space. • Flashing or particularly bright lights on or outside the premises shall not cause a nuisance to nearby properties, save insofar as they are necessary for the prevention of crime. • The premises licence holder shall ensure that any patrons occupying the garden area are supervised by staff so as to ensure that there is no public nuisance.
The protection of children from harm	<ul style="list-style-type: none"> • Should children be in attendance, there will be no inappropriate promotions, activities or behaviour tolerated at the premises that might put children at risk. • There will be an effective age verification policy in accordance with the mandatory code. This policy will be one of Challenge 25 for age-restricted products and include the appropriate display of notices relating to the policy within the premises. • These notices will indicate that any customer not appearing to have reached the age of 25 will be required to produce appropriate identification proving that they have turned 18 before being served. • Appropriate ID will be a passport, photo driving licence, PASS accredited proof of age card or other reliable photo-ID that is recommended and approved for acceptance by the police or other authorities. • Staff shall be trained in aspects of responsible alcohol retailing and in particular the Protection of Children including the Challenge 25 policy. • Staff training will occur before a staff member is authorised to sell alcohol within the premises. • Staff training records will be available for inspection by the police or other responsible authority upon request.

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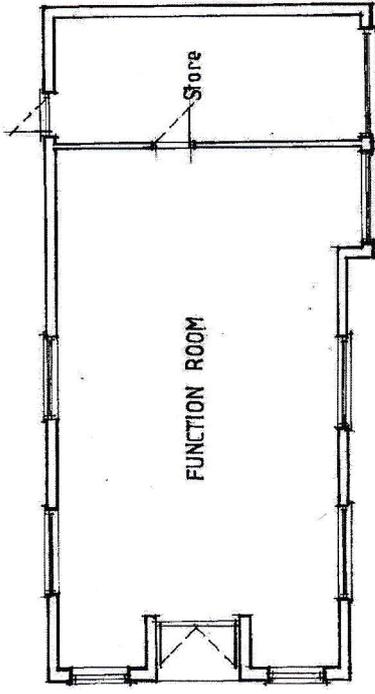
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 Jack FSJ
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BEER GARDEN

FUNCTION ROOM



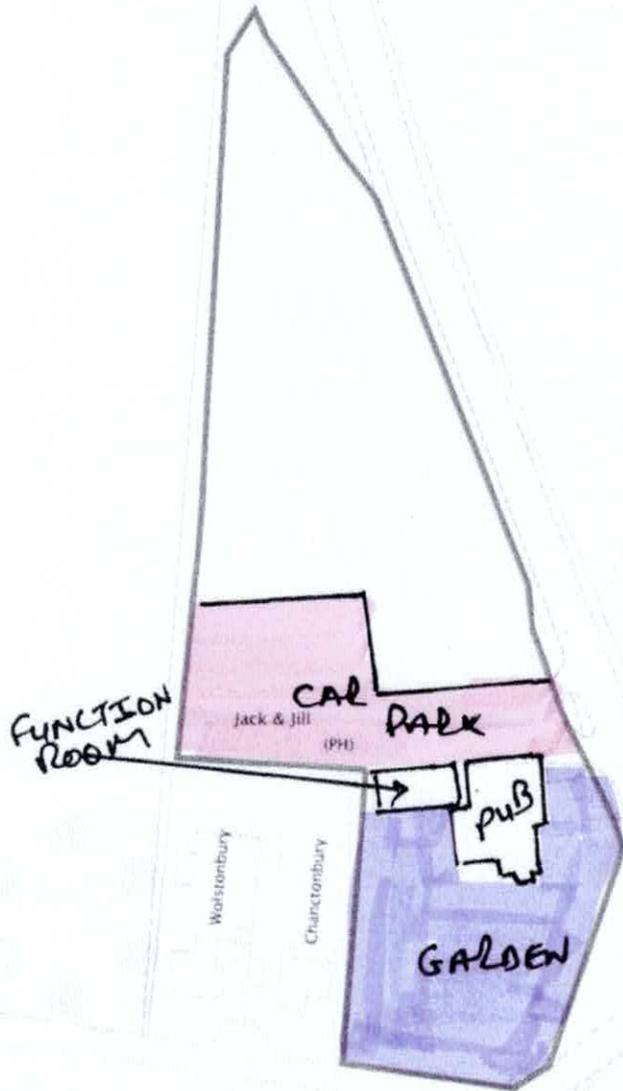
SCAS Ltd	
Architectural Services	
Station Studio, Colchester, Essex, East Sussex BN9 4BW	Phone: 01273 401333
Email: info@starkell.co.uk	
Client:	
The Jack & Jill Inn	
Brighton Road, Clayton.	
Drawing Title:	Scale
Ground Floor & Function Room Licensing Layout	1:100
Drawing No:	SCAS0596.01

p = Powder
 w = 9 litre Water.
 b = Fire Blanket.

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