



Licensing Sub Committee Hearing Panel

Date: Monday, 8 July 2024

Time: 10.00 am

Venue: Council Antechamber, Level 2, Town Hall Extension

This is a **supplementary agenda** containing additional information about the business of the meeting that was not available when the agenda was published

Access to the Council Antechamber

Public access to the Council Antechamber is on Level 2 of the Town Hall Extension, using the lift or stairs in the lobby of the Mount Street entrance to the Extension.

There is no public access from the Lloyd Street entrances of the Extension.

Membership of the Licensing Sub Committee Hearing Panel

Councillors - Flanagan, Hilal and Hughes

Supplementary Agenda

4. **Premises Licence (new) 300454 - Bar on Wheels/ 40-46** 3 - 6
Ashton Old Road, Container 1 at Storage World, 40-46
Ashton Old Road, Manchester, M12 6LP
Contains new information from the applicant.

Further Information

For help, advice and information about this meeting please contact the Committee Officer:

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This supplementary agenda was issued on **Friday, 5 July 2024** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 2, Town Hall Extension (Library Walk Elevation), Manchester M60 2LA



**Bar on Wheels, Storage World, 40-46 Ashton Old Road,
Manchester, M12 6LP**

Revised Operating Schedule – 05/07/2024

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

The premises shall operate as an on-line alcohol retailer only, and will NEVER be open to the public.

Staff Training

All staff involved in the sale or supply of alcohol, including third party couriers, shall receive induction and/or refresher training (at least annually) commensurate with their role and responsibilities in relation to the sale of alcohol and the times and conditions of the premises licence. (Para 9.3 SoLP)

Training shall include Challenge 25, the premises licence hours and conditions, and the requirement and process for completing both the incident log and refusal log (detailed below).

Training will be documented, kept at the premises for at least 12 months from the last entry, and made available to the Police and/or Local Authority upon request.

Alcohol Sales

Alcohol may only be provided in sealed containers by way of delivery.

Any promotional material, including the name of the business and website, should be consistent with the Responsible Sale of Alcohol.

Any website, URL, or telephone number to be used for orders will be provided to the Licensing Authority. (Para 9.4 SoLP).

No new psychoactive substances (NPS) will be sold or supplied by the operator. (Para 9.5).

No delivery of alcohol shall be made to problematic house parties causing local nuisance or disorder. The operator will use their discretion to ensure that deliveries are refused in situations experiencing alcohol-related nuisance or disorder. (Para 9.6 SoLP)

b) The prevention of crime and disorder

1. No sales of alcohol may be made directly to the public at the licensed premises.

Refusal Log

There shall be a register for the recording of all alcohol sale refusals, including attempted under-age sales, proxy sales, and refusals to those who appear intoxicated.

Details to be recorded shall include the date, time, name (if known), physical description of the person, the reason for the refusal, names of staff and/or delivery driver involved.

Any identification document coming into the possession of a member of delivery staff shall be recorded in the register, including the name of the person/name on the identification document.

Refusal records, written or electronic, shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the licence holder for a for a period of 12 months from the date of the last entry.

Incident Log

An incident log shall be maintained on the premises to record all incidents and accidents.

Records should include occurrences of: anti-social behaviour experienced by delivery staff, welfare, and/or safeguarding concerns/matters.

The records shall include the date, time, and location of the incident; nature of the incident; name and contact details of all people involved, and any crime number and details of police officers attending.

Incident and accident records will be kept in a bound register with consecutively numbered pages or electronically on a secure digital system.

The records shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the licence holder for a period of 12 months after the last entry.

c) Public safety

2. No members of the public shall be permitted access to the licensed premises to purchase alcohol.

The premises licence holder shall hold a current Fire Risk Assessment which shall be available for inspection by any authorised officer.

d) The prevention of public nuisance

3. No promotional social media communication may be carried on for the purpose of encouraging the sale or supply of alcohol at the premises or in relation to the business operation, which can reasonably be considered to condone, encourage or glamorise antisocial behaviour or to refer to the effects of drunkenness in any favourable manner.

DELIVERIES:

4. Delivery drivers shall conduct the delivery in a manner that will not cause a noise disturbance to the occupiers of any residential properties surrounding the delivery address. This includes the avoidance of slamming doors, playing loud music, shouting, over-revving engines and sounding horns to signal their arrival.

5. The driver shall turn the engine off immediately upon arrival at the delivery address and will park considerately without causing any obstruction to the highway.

6. All deliveries of alcohol shall only be delivered to a premises address with a valid postcode and will only be delivered directly to that property.

Deliveries shall only be made to the address indicated on the order, which must be a bona fide business/commercial addresses or private residences and not to any public/open spaces (e.g. car parks, street corners, bus stops, public parks).

Deliveries must be handed to the addressee/recipient and not left in a safe place for later collection.

Deliveries shall be refused to any person who is, or who appears to be intoxicated through alcohol or drugs, in which case the alcohol shall be returned to the licensed premises. (Para 9.6 SoLP)

7. A direct telephone number for the duty manager must be prominently displayed where it can conveniently be read from the exterior of the premises by the public. The telephone must be staffed at all times the premises is open for licensable activities.

8. Customers must be instructed when placing the order that they will not be able to collect the order from the vehicle. All deliveries will only be made directly to the property address.

e) The protection of children from harm

ONLINE SALES & DELIVERIES re CHALLENGE 25:

Where purchases can be made online, the website must state:

- *It is an offence to sell or supply alcohol to a person under 18 years of age,*
- *Satisfactory photographic ID may be required at the time of delivery,*
- *Delivery may only be made in person to the intended recipient, and*
- *Failure to provide satisfactory ID will result in the retention of the delivery (Para. 9.2 SoLP)*

9. The premises licence holder shall ensure that all employees of any third party engaged in the delivery of alcohol, i.e., couriers, have also been trained by their employers regarding the Challenge 25 policy. This training should also be documented.

10. Age Verification Policy – Responsibilities re Age Verification Policy.

(i) The premises licence holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(ii) The designated premises supervisor must ensure that the supply of alcohol from the premises is carried on in accordance with the age verification policy.

(iii) The policy must require individuals who appear to the responsible person to be under 25 years of age 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.

Acceptable Proof of age ID documents shall only comprise a passport, photo card driving licence, an EU/EEA national ID card or similar document, an HM Forces warrant card, a card bearing the PASS hologram, or any electronic or biometric age verification technology approved by the licensing authority.

If acceptable photographic age verification documents cannot be produced on request, the delivery shall be refused, and alcohol returned to the licensed premises.

Where an order includes non-alcoholic items, the alcohol part of a delivery must be packed in such a way as to easily enable the delivery driver to retain the

alcohol and return it to the Licensed premises if the recipient is unable to provide satisfactory ID and prove they are over 18 years of age.

14. The premises licence holder will ensure that a sticker is applied to all consignments containing alcohol stating "Note to delivery service: this package contains age restricted products. Ensure recipient is over 18" (or similar wording to the same effect).

15. All members of staff shall receive alcohol related training which shall include Challenge 25 and recognizing signs of intoxication. The training shall be recorded and retained by the licence holder and must be made available to authorised officers on request. Refresher training must be carried out every six months.

Where third-party couriers are used to provide the delivery of orders containing alcohol, the premises licence holder/designated premises supervisor shall have a contractual arrangement with each third party to be satisfied that the promotion of the licensing objectives and terms of the premises licence are complied with at all times, with particular attention to the point of delivery.

The premises licence holder shall keep records of or have access to all alcohol orders. For each order containing alcohol, records shall include:

- a. *the name and address of person making the order*
- b. *age verification at the point of order (if necessary)*
- c. *any refusals made at the point of order*
- d. *the date and time of the despatch*
- e. *details of the delivery provider/driver*
- f. *the date and time of delivery*
- g. *name and date of birth of recipient (where necessary)*
- h. *the full postal delivery address*
- i. *detail of identification/proof of age documents received (if required)*
- j. *details of any refusals at the point of delivery including reasons.*

Records shall be retained by the Licence-Holder for a period of 12 months and be produced on request for inspection by a police officer or an authorised person of the licensing authority.

16. The premises licence holder shall provide the following information in writing to the licensing authority before any sale of alcohol is carried out (and notify change to this information to the licensing authority within 7 days of such change occurring):

- The trading name of any company that will operate under the licence
- All telephone numbers that will be used to accept orders
- The URL/website address that will be used to accept orders.

17. Any promotional material and/or any website home page used as part of the business operating under this licence will clearly state the premises licence number. For the avoidance of doubt, this includes flyers, leaflets and business cards promoting the business.