

## Schedule of Licence Conditions

Conditions consistent with the operating schedule	Agreed	Proposed by
<ol style="list-style-type: none"> <li>1. A written notice of 'authority' record for all staff who 'sell' alcohol.</li> <li>2. Adequate training for staff and records kept for inspection.</li> <li>3. Contact details of the Designated Premises Supervisor available to staff and the authorities.</li> <li>4. There shall be no access to these licensed premises by members of the public.</li> <li>5. The premises shall operate to fulfil online orders only.</li> <li>6. Alcohol shall not be despatched from any premises, other than these licensed premises by the premises licence holder in accordance with this licence.</li> <li>7. The Premises Licence Holder/Designated Premises Supervisor shall adopt an age verification policy throughout the whole process of operation, so that at any time, if customers are unable to prove they are 18, then the supply of alcohol shall be refused at the point of any ordering procedure or facility, on collection and also on delivery.</li> <li>8. Where the Premises Licence Holder/Designated Premises Supervisor instructs third party couriers to deliver any items of alcohol previously ordered, every such delivery company must adopt a 'Challenge 25 policy', so that if on request, acceptable photographic documents cannot be produced to prove the date of birth of the purchaser, then the delivery shall be refused outright.</li> <li>9. In all cases:               <ol style="list-style-type: none"> <li>a. delivery shall be made only to the address indicated on each respective order, and no other;</li> <li>b. delivery shall be refused to any person who is, or who appears to be, under the influence of alcohol or drugs.</li> </ol> </li> <li>10. Where delivery of alcohol by any third party courier is refused for any of the reasons given above, the Premises Licence Holder/Designated Premises Supervisor shall then continue communication with the third party courier, in order that the eventual outcome of the refused alcoholic goods, remains under the control of the management of the premises and not the third party courier.</li> </ol>	N/A	Applicant

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11. The Premises Licence Holder/Designated Premises Supervisor shall keep records of:

- a. the date and time of all alcohol orders and the full name and address of who has made each order (including details of any refusals);
- b. the date and time of the despatch of all orders from the licensed premises, and;
- c. the date and time when each delivery has been made, who to and where exactly (with details of any refusals), and the name of a third-party courier.

12. Such details shall be retained at the licensed premises/by the Premises Licence Holder, for possible inspection at any time on request, by a police officer or an authorised person of the licensing authority.

13. The management and staff shall take all necessary steps to ensure that the business remains free from crime and disorder and neither creates nor contributes to crime and disorder. The operation of the business shall have a policy of:

- a. maintaining staffing levels appropriately to ensure adequate security;
- b. no cash handling by couriers;
- c. observing the duty to be a responsible alcohol retailer and always refuse to supply alcohol where there is a likelihood that such a sale might contribute to crime and disorder.

14. The management and staff shall have an effective policy to promote public safety. The DPS shall liaise with the authorities to ensure that all aspects of public safety are adhered to. The policy shall include:

- a. appropriate fire-fighting equipment being installed and maintained at the premises and staff trained in its use;
- b. no sale or supplies of alcohol undertaken where it is reasonably considered that this might negatively affect the public safety licensing objective;
- c. no members of the public shall be permitted to visit the licensed premises.

15. The DPS and staff are mindful of the need to reduce the impact of nuisance caused by the operation of the business, and shall constantly assess the risk of public nuisance and take immediate steps to eliminate the problem. Staff shall ensure:

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| <ul style="list-style-type: none"><li>a. deliveries from the premises shall be conducted in a responsible and considerate manner, ensuring no disturbance to local residents or businesses;</li><li>b. deliveries received at the premises, and waste removal from the premises, shall be conducted at a time and in a manner that causes no disturbance to residents or businesses;</li><li>c. the fulfilment of online orders (i.e. the selection and despatch from the premises) shall not occur other than between the hours of 0800 and 1700 on any day.</li></ul> |  |  |
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16. The business shall be operated in such a way that reflects a commitment to be a responsible retailer. To protect children from harm there shall be a policy of:

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| <ul style="list-style-type: none"><li>a. terms and conditions stressing that the purchaser and those receiving a delivery of alcohol must be at least 18 years of age;</li><li>b. a Challenge 25 policy for alcohol sales;</li><li>c. at the time the order is placed (over the phone or via the website) a declaration shall be required from the person placing the order that the person is over 18 years of age;</li><li>d. the online ordering process shall prevent the consumer from placing an order until they have read the Challenge 25 statement unless the business calls the consumer to provide this information verbally before the order is accepted;</li><li>e. anyone receiving a delivery and not appearing to be of the age of 25 years shall be required to produce appropriate identification proving that they have turned 18 in order to be supplied with alcohol;</li><li>f. appropriate ID shall 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;</li><li>g. staff shall be trained in all aspects of responsible alcohol retailing and in particular the Protection of Children including the Challenge 25 policy and the identification and refusal of potential 'proxy' purchasers;</li><li>h. staff training shall occur before a staff member is authorised to sell or deliver alcohol for the business;</li><li>i. staff training shall be recorded and signed off by the DPS and/or Premises Licence Holder;</li><li>j. staff training records shall be available for inspection by the police or other responsible authority upon request;</li><li>k. a refusals log shall be kept and reviewed regularly by the DPS and made available for inspection by the police and an appropriate local authority representative.</li></ul> |  |  |
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<b>Conditions proposed by objectors</b>	<b>Agreed</b>	<b>Proposed by</b>
None	N/A	Miles Platting and Newton Heath Ward Councillors
None	N/A	Ingham Street Area Conservation and Community Association