

## Schedule of Licence Conditions

Conditions consistent with the operating schedule	Agreed	Proposed by
<ol style="list-style-type: none"> <li>1. Members of the public will not be permitted entry to the premises.</li> <li>2. Alcohol will be sold for delivery to customers at their home address only, as provided at the time of ordering.</li> </ol>	N/A	Applicant
Conditions proposed by objectors	Agreed	Proposed by
<ol style="list-style-type: none"> <li>3. The Challenge 25 scheme must be operated to ensure that any person who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age shall only comprise a passport, photo card driving licence, an HM Forces warrant card, or a card bearing the PASS hologram.</li> <li>4. A message will be displayed on the website notifying customers of the Challenge 25 policy in place and that orders will not be left with any person under 18 years of age upon delivery and that the courier may request the recipient to produce satisfactory identification evidence to prove that they are at least 18 years of age.</li> <li>5. All sales will be made through online sales only, there shall be no other means to place an order.</li> <li>6. All staff engaged in the delivery of alcohol will be trained with regards to the Challenge 25 policy. This training will be documented, and training should be refreshed at no greater than 12 monthly Intervals. The Premises Licence holder shall also 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.</li> <li>7. At the point of delivery, the Challenge 25 policy should be operated. The only ID that should be accepted is a passport, photo driving licence, PASS accredited proof of age card or military identification card.</li> <li>8. The Premises Licence Holder will ensure that a sticker is applied to all consignments of alcohol. It shall read "Note to delivery service, this package contains age restricted products. Ensure recipient is over 18".</li> <li>9. A log shall be kept and record all instances when a consignment of alcohol has not been delivered for the reasons that the person(s) is, or appear to be, under 18 years of age. The log shall record the date and time of the refusal and the name of the member of staff who refused the sale. The log will be available on request by the police or an authorised officer of Manchester City Council. The log shall be checked on a regular basis by the Designated Premises</li> </ol>	Yes (all)	Trading Standards

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<p>Supervisor to ensure that it is being used by staff and each check shall be recorded in the log.</p> <p>10. Any promotional material and/or any website homepage 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/business cards promoting the business.</p>		
<p>11. An incident log (which may be electronically recorded) shall be kept at the premises for at least six months, and made available on request to the police or an authorised officer of the licensing authority, which will record the following incidents including pertinent details:</p> <ul style="list-style-type: none"> <li>a) any refusal of the sale of alcohol</li> <li>b) any visit by a relevant authority or emergency service</li> </ul> <p>12. All staff shall be trained in:</p> <ul style="list-style-type: none"> <li>a) relevant age restrictions in respect of products</li> <li>b) recognising signs of drunkenness</li> <li>c) how to refuse service</li> <li>d) the premises' duty of care</li> <li>e) company policies and reporting procedures</li> <li>f) the conditions in force under this licence</li> </ul> <p>13. Documented records of training completed shall be kept for each member of staff. Training shall be regularly refreshed and at no greater than 6 monthly intervals. Training records shall be made available for inspection upon request by a police officer or an authorised officer of Manchester City Council.</p> <p>14. A log (which may be electronically recorded) shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised officer of Manchester City Council at all times while the premises are open.</p> <p>15. The premises shall install and maintain a comprehensive digital CCTV system. All areas of the licensed premises including entry and exit points, and the street. The CCTV cameras shall continually record while the premises are open to the and recording shall be kept available and unedited for a minimum of 28 days with the date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open and must be able to produce/download/burn CCTV images upon request by a police officer or an authorised officer of the licensing authority. Any footage must be in a format that can be played back on a standard personal computer or standard DVD player. Where the recording is</p>	<p>No (all)</p>	<p>(eg) Licensing and Out of Hours</p>

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<p>on a removable medium (ie. compact disc, flash card etc), a secure storage system to store those recording mediums shall be provided.</p> <p>16. The Designated Premises Supervisor shall ensure that a written notice of authority is kept at the premises for all staff who sell alcohol. The notice shall be made available for inspection upon request of the police or an authorised officer of the licensing authority and all staff selling alcohol must be in possession of formal identification to verify their identity against the notice.</p> <p>17. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises that gives rise to a nuisance.</p> <p>18. All takeaway packaging and wrappers shall clearly identify the premises, ie. by way of company logo or name.</p> <p>19. The premises and immediate surrounding area shall be kept clean and free from litter at all times the premises are open to the public.</p> <p>20. 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, overrevving engines and sounding horns to signal their arrival. 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.</p> <p>21. 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.</p> <p>22. 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 and customers will not be permitted to take orders from the vehicle.</p> <p>23. The Challenge 21 scheme must be operated to ensure that any person who appears to be under the age of 21 shall provide documented proof that he/she is over 18 years of age. Proof of age shall only comprise a passport, photo card driving licence, an EU/EEA national ID card or similar document, an HM Forces warrant card, or a card bearing the PASS hologram.</p> <p>24. In addition to any other training, the premises licence holder shall ensure that all staff are trained to prevent underage sales, are aware of and prevent proxy sales, maintain the refusals log, and that they monitor staff to ensure their training is put into practice.</p> <p>25. All sales of alcohol for consumption off the premises shall be in sealed containers only and shall not be consumed on the premises.</p> <p>26. Sales of alcohol for consumption off the premises shall only be supplied with, and ancillary to a takeaway meal.</p>		
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<p>27. The premises licence holder shall provide the following information in writing to the licensing authority before any sale of alcohol is carried out:</p> <ul style="list-style-type: none"><li>a) The trading name of any company that will operate under the licence</li><li>b) All telephone numbers that will be used to accept orders</li><li>c) The URL/website address that will be used to accept orders</li></ul> <p>Any change to this information must be notified to the licensing authority within seven days.</p> <p>28. All deliveries must be signed for by a person aged 18 and over and shall not be left unattended at the delivery address or left with a person under 18 years of age.</p> <p>29. Last order for hot food and alcoholic drinks shall be made before 23:00.</p> <p>30. 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.</p> <p>31. There shall be no noise or odours caused by the kitchen extraction equipment that gives rise to a nuisance.</p> <p>32. Records of all orders and deliveries shall be maintained.</p> <p>33. When placing a remote order for alcohol, a prompt shall appear/be provided to the customer which shall indicate to the customer that they cannot place an order for alcohol if they are under 18. The prompt shall also advise the customer that proof of age may be required at the point of delivery in accordance with the 'Challenge 21' Policy and that if they cannot produce identification to show that they are over the age of 18, the products shall not be delivered to them.</p> <p>34. The terms and conditions on the app/website/any other platform used by the Premises Licence Holder shall indicate that, by ordering alcohol from the app/website/platform, the customer is confirming that they are at least 18 years of age. The terms and conditions shall also advise about the operation of the 'Challenge 21' Policy on delivery.</p> <p>35. Each delivery driver shall maintain a refusals book which shall record the details of any refused deliveries and the reasons for these. These shall be made available to an officer of a responsible authority upon request.</p> <p>36. The Premises Licence Holder will use a recognised provider of online age verification to prevent underage sales through the website and details of this will be made available to the Responsible Authorities upon request.</p>		
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<p>37. The Premises Licence Holder will only use the services of a courier company that has a policy in place not to deliver alcohol to persons under 18 years of age.</p> <p>38. Each delivery containing alcohol shall be labelled “This item is NOT to be delivered to a person under 18 years of age”.</p> <p>39. Courier delivery of alcohol shall only be made to persons aged 18 and over with acceptable ID. Acceptable ID is a passport, driving licence or PASS hologram card.</p> <p>40. If a person taking delivery is not aged 18 or over or ID is not available from the person taking delivery to prove their age the delivery will be returned to the depot or collection point.</p> <p>41. When collecting a delivery from a delivery point the purchaser (or other person authorised by the purchaser) must attend with ID showing that the person collecting the parcel is aged 18 or over.</p>		
<p>No conditions proposed</p>	<p>N/A</p>	<p>GMP</p>