

Schedule of Licence Conditions

Conditions consistent with the operating schedule	Agreed	Proposed by
<p>Steps to promote licensing objectives as given by the applicant:</p> <ol style="list-style-type: none"> 1. The premises licence holder / designated premises supervisor will 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 will be refused at the point of any ordering procedure or facility. 2. Proof of age to be determined by means of either a passport, photographic driving licence, military id PASS approved proof of age card or any government approved proof of age only. These checks must be made for every delivery of age-restricted products regardless of previous checks. 3. The premises License Holder is to have a documented policy in relation to how age restricted products are sold on-line and the checks that are to be made. This policy is to be made available to any of the responsible authorities on request. 4. Age verification tick box must be completed and date of birth must be obtained before any purchase of age-restricted goods on website, mobile app and telephone order forms. 5. Purchasers of age-restricted goods on website, mobile app or telephone orders must be informed when placing an order that age verification will be required upon delivery. For telephone orders this statement must be given verbally and confirmed on telephone order forms. 6. Challenge 25 to be operated and applied to all deliveries of age-restricted products by drivers. Age verification of persons who appear to be under 25 years of age to be undertaken at point of delivery on all occasions. 7 Where the premises licence holder / designated premises supervisor instructs only third party couriers to deliver any items of alcohol previously ordered, the third party shall have an age verification policy every such delivery company must adopt a 'Check 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 will be refused outright. In all cases, delivery will be made only to the address indicated on each respective order and no other. Delivery will be refused to any person who is, or who appears to be drunk. 	N/A	Applicant

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8 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 will then continue communication with the third party courier. The premises licence holder / designated premises supervisor will keep records of –

- 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)

which will 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.

9. Each driver employed directly by the licence holder is to maintain a refusals log which is to be kept up to date with a record of all refusals to deliver age-restricted products in accordance with the Challenge 25 policy by that driver. A copy of these logs are to be collated weekly by the designated premises supervisor and maintained in a file. This file is to be made available immediately upon request of an authorised officer of the Council or GMP.

10. The designated premises supervisor will maintain a file containing all relevant material training material which relates to preventing the sale of age-restricted products to underage persons. The contents of the file will be used in the course of providing training to staff on that subject.

11. Training on the law relating to underage sales is to be provided to all new employees and delivery drivers employed directly by the licence holder prior to commencement of their employment and/or deliveries. The designated premises supervisor is to keep a written record of all training provided and employees and delivery drivers are to sign and date the record to confirm that the training has been received and understood.

12. Refresher training is to be provided, at least every three months, to all existing employees and delivery drivers employed directly by the licence holder, on the law relating to underage sales. The designated premises supervisor is to keep a written record of all training provided, and employees and delivery drivers are to sign and date the record to confirm that the training has been received and understood.

13. Training records are to be made available immediately upon request of an authorised officer of the Council or GMP.

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14. The designated premises supervisor is to maintain a file recording details of any allegations of the sale of age-restricted products to underage persons from the premises that have been reported to the business (including notifications from the Council). Any remedial action undertaken following such a report is also to be recorded in the file. This file is to be made available immediately upon request of an authorized officer.

15. General public shall not be admitted to the licensed premises although public have access to the Safestore site in general.

16. CCTV shall operate in the main building but not in the licensed unit

17 All exit routes shall be kept clear.

No conditions have been proposed by GMP