

## APPENDIX A

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

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

*[The information provided in this box is solely for information only and not intended to be converted into conditions on the licence.]*

The conditions offered below have been formulated having regard to the policy. In particular, the premises are not open to the public and alcohol is delivered to either the home or place of business. The alcohol is not delivered to any public or open space. The employees delivering the shopping also work within the fulfilment centre and are not third-party contractors. When not out on delivery, employees are working inside the fulfilment centre ordering, restocking, and packaging goods for delivery.

We have pre-consulted with the police upon the application and have taken into consideration their comments when determining the hours being applied for, the conditions being proposed and amendments to the Licensing & Age Verification Policy. The Policy is a living document and may be amended from time to time and therefore, is being supplied with the application for information purposes. The applicant is aware of the mandatory condition to have such a policy.

**b) The prevention of crime and disorder**

1. All sales of alcohol arising from a [telephone/App/website] order for delivery must be paid for by debit or credit card. An alcohol verification sticker shall be applied to the delivery package so that alcohol can be easily retrieved by the delivery person to prevent an illegal sale. Details of the order (including the type, amount of alcohol, name, and address of the customer) must be included with the order. The details shall be shown on the printout receipt dispatched with the order. All delivery drivers and riders must allow any Police Constable or Local Authority Officer to inspect any alcohol or order details on request.
2. The premises will operate as a delivery only business. The premises will not open to the public and will be used for the dispatch of alcohol and other goods only. There shall be no collection of alcohol by the public from the premises.
3. The premises licence holder shall provide a closed-circuit television system (CCTV) at the premises. The CCTV system installed shall be maintained in effective working order and shall be in operation during licensing hours. All recordings made by the CCTV system shall be retained and stored in a suitable and secure manner for a minimum of 31 days. The licence holder shall notify the Licensing Authority within 24 hours when they become aware that the CCTV system is not functioning correctly.
4. A record of refusals shall be maintained which documents every instance that a sale or supply of alcohol is refused, indicating the date and time the refusal was made, and the member of staff making the refusal.
5. The record of refusals shall be available for inspection by authorised officers of the licensing authority, officers of the trading standards service and officers of the police
6. Alcohol deliveries shall only be made to business and/or private residences and not to any public/open spaces.

**c) Public safety**

See above

**d) The prevention of public nuisance**

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1. To minimise disturbance to local residents after 21:00 hours when a delivery is made utilising a vehicle then only electric or non-motorised vehicles will be used except in the event of an emergency and breakdown. A record of any exceptions shall be maintained and made available for inspection on request by the Licensing Authority or another authorised officer.

**e) The protection of children from harm**

1. A 'Challenge 25' Policy shall be in force at the point of delivery of the alcohol. No delivery shall be made if the person seeking to accept delivery appears under 25 and is unable to provide proof of age. Examples of appropriate ID include a passport; photographic driving licence; military ID; biometric residents permit and the Proof of Age Standards Scheme (PASS) approved age cards.
2. All staff that sale or supply of alcohol shall receive appropriate training in relation to undertaking appropriate age checks, drunkenness, and proxy sales before being allowed to sell or supply any alcohol.
3. Staff training records shall be available for inspection by authorised officers of the licensing authority, officers of the trading standards service, and officers of the Police.