

Appendix A

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

General

1. All staff shall be suitably trained for their job function for the premises the training shall be written into a programme of ongoing review and will be made available to a responsible authority on reasonable request.

The Prevention of Crime and Disorder

2. The café kiosk will have a CCTV system installed as well as security alarm and shutters to the kiosk when not in use.

3. Deliveries will be made by employees of the premises licence holder only. No third-party delivery companies will be engaged to make deliveries on behalf of the premises licence holder (with the exception of postal deliveries).

Public Safety

4. An appropriate number of first aid kits shall be maintained and available at all times.

The Prevention of Public Nuisance

5. Noise from deliveries from the premises will not cause a public nuisance.

6. All deliveries of alcohol must be made within 30 minutes of the terminal hour for sale of alcohol on any day.

The Protection of Children from Harm

7. The Premises Licence Holder shall arrange staff training in relation to underage sales. This training shall include how to seek ID in accordance with the Challenge 25 proof of age scheme. All staff training shall be documented and made available to the Responsible Authorities on request.

8. Records of all customers shall be stored for a minimum period of 6 months and shall be forwarded to police or trading standards officers actively investigating allegations of underage purchases from the business.

9. The age verification policy (including challenge 25) shall clearly be advertised at each stage of any order and on all advertising. All forms of advertising and promotional literature detailing the delivery service (including internet sites and flyers/leaflets) will clearly state that alcohol should only be purchased for delivery to intended recipients (or persons who will accept delivery on behalf of the named recipient) who are aged over 18. Customers will be reminded that it is a criminal offence for a person under 18 to purchase or attempt to purchase alcohol and that it is also an offence to purchase alcohol on behalf of a person aged under 18.

10. Alcohol will only be delivered to residential and business addresses. The recipient will be required to show the requisite ID to ensure that they are clearly a resident or employed at the named delivery address. Alcohol will not be delivered to customers at a park, in an open space, the beach, a bus stop etc.

11. Delivery riders must be instructed to abort delivery where that sale is believed to be a "street sale" or to an open space. All such instances will be recorded in the refusals/incidents log.

12. Delivery will only be made to the person placing the order. Should the person accepting delivery look under 25, ID will be required prior to the delivery being made. Should no ID be provided, the delivery will not be completed and the customer will be fully refunded. The terms of this condition will be notified to the customer prior to any order payment being accepted and the customer will be required to acknowledge that they understand this term of delivery.

13. No delivery will be made to a person who is deemed by the delivery person to be intoxicated. Should a person be deemed intoxicated, the delivery will not be completed and the customer will be fully refunded. The terms of this condition will be notified to the customer prior to any order payment being accepted and the customer will be required to acknowledge that they understand this term of delivery.