

APPENDIX A

P 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 9)

Taking into account the cumulative impact alcohol will only be sold either as an Ancillary to a sit down meal within the premise which includes the private patio area at the front or as part of a delivery which must include at least one main meal being delivered to a genuine residential or business address, there will be no off sales of alcohol direct to the public from the premise itself

b) The prevention of crime and disorder

All delivery of off-sales including alcohol will be pre-ordered at the premise and any leaflets, promotions or adverts including any websites or other internet communications will state that the alcohol cannot be delivered without a main meal also being ordered and that it will not be delivered or left with anyone who cannot show satisfactory ID on demand

c) Public safety

The Fire Risk Assessment will be updated there are no other identified issues

d) The prevention of public nuisance

There is no regulated entertainment there are no other issue identified,

e) The protection of children from harm

The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The only forms of ID that will be accepted are passports, driving licences with a photograph or proof of age cards bearing the 'PASS' mark hologram. The list of approved forms of ID may be amended or revised with the prior written agreement of Sussex Police and the Licensing Authority without the need to amend the licence or conditions attaching to it.

Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises.

All staff members engaged, or to be engaged, in selling or delivery of alcohol on or from the premises shall receive the following training in age-restricted sales:

Induction training which must be completed, and fully documented, prior to the sale of alcohol by the staff member; and refresher training thereafter at intervals of no less than 8 weeks.

All age-restricted sales training undertaken by staff members shall be fully documented and recorded. All training records shall be made available to Sussex Police, officers of the licensing authority and Brighton & Hove Trading Standards Service upon request. Also all staff are fully trained and understand the company's policy of non-delivery where approved ID is not available.

The premises shall at all times maintain and operate an age-restricted sales refusals recording system (either in book or electronic form) which shall be reviewed by the Designated Premises Supervisor at intervals not to exceed 4 weeks and feedback given to staff as relevant. This refusals recording system shall be available upon request to police staff, Licensing Authority staff and Trading Standards.

Alcohol delivery service

The alcohol delivery service will be ancillary to the provision of takeaway food. All alcohol deliveries must be accompanied by an order for food, the food contingent of the delivery being a minimum of £6.50. Deliveries may only be made to a genuine residential address and open business addresses, and not parks, the beach, street corners, bus stops, camp sites etc.

All forms of advertising and promotional literature detailing the delivery service (including internet sites and flyers/leaflets) will clearly and predominantly prominently state that alcohol will only be delivered to the person aged 18 or over.

Upon arrival at the point of delivery if the person taking delivery appears to be under the age of 25, they will be required to show an approved form of ID prior to the alcohol being handed over. Failure to show the required form of ID will result in non delivery of the alcohol

All forms of advertising and promotional literature dealing with the delivery service (including internet sites and flyers/leaflets) will clearly and prominently state that alcohol will only be delivered together with an order for food, the food contingent of the total delivery being a minimum of £6.50.

Upon receipt of an order including alcohol to be delivered, the customer is to be clearly advised that the delivery will only be made to the address given at the time of order and that if they appear to be under 25 they will be required to produce an approved form of ID which will be proof of age. Failure to provide the requested ID will result in non delivery of the alcohol.

When an order is taken for delivery to a customer, all customers will sign a delivery note which will contain:

- a. A list of individual items delivered;
- b. The delivery address;
- c. The method of payment;
- d. The name of the person ordering and receiving alcohol;
- e. The date and time of delivery;
- f. If proof of age was asked for, confirmation of the type of proof of age document presented and accepted;
- g. The name of the employee or representative of the premise who made the delivery.

A record of sales and deliveries will be kept and made available for inspection by the Police, officers of Licensing Authority or Trading Standards for 6 months from the date of delivery or refusal of alcohol.