



# New Forest

DISTRICT COUNCIL

## Licensing Act 2003 Pool of licensing conditions-internet sales

This pool of conditions is not intended to form an exclusive or exhaustive list of conditions which should be included on a licence or certificate. Applicants should consider offering conditions that are appropriate, necessary and proportionate in the circumstances of their particular application.

### **a) General - all four licensing objectives (b, c, d, e)**

All visitors and temporary staff must sign in and out on arrival.

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

Sales are only made by telephone or internet orders with deliveries made away from the premises.

Age verification will be implemented for online orders.

No sales will be allowed by persons calling at the premises.

No alcohol shall be sold as part of the 'delivery service' to any place that is not a recognisable dwelling or business address.

No alcohol will be opened or consumed at or near the premises.

Access to alcohol will be limited to fulfilment staff who have signed-in and are over 18.

No alcohol shall be removed from the premises in an unsealed container.

All alcohol items supplied in the order must be sealed.

### **CCTV (for any premises that have CCTV installed)**

The DPS or premises manager must be able to demonstrate that the CCTV system has measures to prevent recordings being tampered with, i.e. password protected.

The CCTV system must be operating at all times whilst the premises are open for licensable activity. All equipment shall have a constant and accurate time and date generation.

CCTV warning signs to be fitted in public places.

## **Training**

The premises licence holder shall ensure that all staff involved with the sale or delivery of alcohol shall be sufficiently trained in licensing matters to be aware of their responsibilities. A record of this training shall be dated and signed by the trainer and staff member and be retained until 6 months after the staff member no longer works for the company. Refresher training shall take place at least every six months and this too shall be signed and retained as per the initial training.

## **Authorisation for alcohol sales.**

A written record shall be retained at the premises which lists the staff that have been authorised to sell alcohol following training. This shall be made available to the Police and other responsible authorities upon request.

Whenever the designated premises supervisor (DPS) is not at the premises he/she will nominate another personal licence holder as being the responsible person to manage the premises

## **Refusals / incident log**

In the event of a refusal to deliver or sell alcohol a record of all such refusals shall be maintained citing the reason for refusal. The licence holder shall ensure that this log is checked and signed at least every 2 weeks and this book shall be retained for a period no less than 6 months. This refusal log shall be made available upon request by Hampshire Constabulary and any responsible authority.

## **Challenge 25**

The premises licence holder shall ensure that delivery service orders that include alcohol shall only be delivered or handed to the person who is 18 years of age or over. This shall remain the responsibility of the premises licence holder, irrespective of the use of a third party courier. This should be communicated to the person ordering if via phone order or be made clear as part of any on-line ordering service. Identification will need to be shown on every occasion to confirm the age of the recipient. Accepted forms of identification shall be passport, photo driving licence, or Proof of Age Standards Scheme (PASS) approved ID.

Delivery staff shall record the details of any identification that is produced by persons receiving alcohol. The details of the identification, the linked order, the name of the staff member delivering, the date and time of delivery, method of payment and the address for the delivery of alcohol shall be retained and made available to produce to the Police or other responsible authorities upon request. Records shall be retained for no less than 6 months.

## **Delivery**

The premises licence holder shall ensure that all alcohol delivery orders are paid for at the point of ordering. No cash on delivery orders shall be permitted.

Alcohol shall only be delivered to a legitimate address that is a dwelling or a business premises.

The delivery driver will request an adult signature on every delivery of alcohol.

Alcohol orders will be fulfilled by a reputable delivery company only.

**c) Public safety**

The furniture or seating in premises shall be arranged so that it does not obstruct any exit, route to any exit or to any facility within the premises.

There shall be maintained on the premises at all times an adequate and appropriate supply of first aid equipment and materials.

**d) The prevention of public nuisance**

No nuisance shall be caused by noise coming from the premises or by vibration transmitted through the structure of the premises.

There shall be no emission from the premises of any offensive smells, which are likely to cause a nuisance.

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

Unaccompanied children (under the age of 18) will not be allowed upon the premises at any time.

The Age Verification Policy will be clearly advertised on the business website.

End

V02