

PREVENTION OF CRIME AND DISORDER

- Full name and address details, including postcode, must be given when placing an order
- Alcohol can only be delivered to a residential or business address and not to a public place.
- Drivers will not deliver to any person anywhere other than at the residential/business address given when the order was placed.
- The presence of CCTV cameras can be an important means of deterring and detecting crime at and immediately outside licensed premises with precise location of each camera.
- Recordings to be retained for a minimum of 31 days and be made available to the Police or officers of the Council upon request and be of evidential quality.
- The equipment with a suitable export method i.e. CD/DVD/USB facility so that the Police and officers of the Council can make an evidential copy of the data they require.
- Cameras on the entrances and exit point will capture full frame shots of the heads and shoulders of ALL staff entering the premises/warehouse, i.e. capable of identification.
- There will be signs displayed to advise that CCTV is in operation.

Incident Report Book :-

Incident report book to be kept at the premises/warehouse this includes any incident of crime and disorder in or about the premises/warehouse, incidents of fire etc. This book will be available for inspection by an authorised officer of the Council or a Police Officer.

Proof of age cards :-

It is unlawful for children under 18 to attempt to buy alcohol just as it is unlawful to sell or supply alcohol to them. To prevent such crimes, it will be necessary for a "proof of age" scheme to be in place. 'The prevention of harm to children' concerning the 'Challenge 21' proof of age has to be followed i.e., the licensee has to adopt a "Challenge 21" policy where all customers who appear to be under the age of 21 and attempt to purchase alcohol or other age-restricted products are asked for proof of their age. The Licensee must prominently display notices advising customers of the "Challenge 21" policy on website.

The following proofs of age are the only ones to be accepted:

- Proof of age cards bearing the "Pass" hologram symbol
- UK Photo Driving licence
- Passport

Controls for sale of alcohol :-

- Beers, lagers, stout and ciders and Sprints would be sold online, mail-order or telephone will be delivered to residential or business address only .
- No single cans or bottles beers, lagers stout, ciders shall be sold i.e., it should be sold in packs of no less than four.
- All of our alcohol stock would be stored in Premises/warehouse and customer won't be allowed to visit Premises/Warehouse.
- The Licensee to ensure that each member of staff authorised to sell alcohol is fully aware of his /her responsibilities in relation to verifying a customer's age and is able to effectively question purchasers and check evidence of proof of age.
- The Licensee must keep a written record of all staff authorised to sell alcohol, the record to contain the full name, home address, date of birth.
- The staff record to be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police.
- The Licensee to ensure that each member of staff authorised to sell alcohol has received adequate training on the law with regard to age restricted products and that this has been properly documented and training records kept. The training record to be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police.
- Documented delegation of authorisations to sell alcohol has to be maintained at the premises and shall be available on request by an authorised officer of the Licensing Authority or the Police.

PREVENTION OF PUBLIC NUISANCE

- Management and control of our staff Procedures should be put in place to manage the behaviour of staff it may contribute to public nuisance. These measures may include; management of staff who arrive and leave the premises/Warehouse, the by reminding them to arrive and leave quietly.
- Our Premise/Warehouse is located at industrial area and customer won't be served alcohol from their anytime of the day.
- Customer won't be allowed to pick-up any kind of alcoholic products such as beer, whisky from directly Premises/warehouse.
- Deliveries of goods necessary for the operation of the business will be carried out very quietly or in such a manner as to prevent nuisance and disturbance to nearby residents.
- Delivery drivers would be asked not rev engines, sound horns, play loud music or leave engines idling unnecessarily while delivering alcohol to customer.

- Delivery Drivers would be asked to call customer from inside their vehicle when they reached at customer address to avoid noise disturbance to nearby residents.
- There won't be any over the counter sales of alcohol to public from our premises/warehouse all sales will be made online, mail-order or over the phone and it will only will be available for delivery at residential or business address of their choice.
- Opening and closing our Premises/Warehouse with minimum Noise possible.
- Premises/warehouse would solely be used for storage and distribution of alcohol for fulfilling phone, mail-orders and internet orders, that the public would have have no access to the premises and that no sale or supply of alcohol shall be made from the premises.
- Customer will not be allowed to enter Premises/Warehouse during anytime of the day.
- A contact telephone number will be displayed on the door of Premises/Warehouse to report noise disturbances as and when they occur. The phone line would be available at all times the licence is in use.
- Display notices for the staff in Premises/Warehouse to reminding them to leave quickly and quietly and not to slam doors, rev engines, sound horns, play loud music or leave engines idling unnecessarily.
- Ensure all staff will be using designated smoking areas and cigarette butts shouldn't be throwing on floor and putting them in bin before leave premises/warehouse.

PROTECTION OF CHILDREN FROM HARM

'Challenge 21' It is unlawful to sell or supply alcohol to persons under the age of 18, and applicants are recommended to adopt the 'Challenge 21' policy. The recommended conditions are:

1. Licensee to adopt a "Challenge 21" policy where all customers who appear to be under the age of 21 and attempt to purchase alcohol or other age-restricted products are asked for proof of their age.
2. We will be displaying to customers of the "Challenge 21" policy on website.
3. The following proofs of age are the only ones to be accepted:
 - Proof of age cards bearing the "Pass" hologram symbol__
 - UK Photo Driving licence

- Passport__
 - Citizen ID card.
4. Customer will be asked to supply date of birth when placing an order online and will be asked to show id if customer to be appear under 18 at the time of delivery of goods.
 5. At the time the order is placed a declaration will be required from the person placing the order that that person is over 18 years of age.
 6. All hired driver would be minimum age of 18.
 7. Delivery will be refused if the driver believes the alcohol is being purchased on behalf of another person aged under 18 years.
 8. Customers to be reminded during checkout process 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.
 9. Staff Competence and Training:

Have to keep a written record of all staff authorised to sell alcohol, the record to contain the full name, home address, date of birth and national insurance number of each person so authorised. The staff record to be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police.

Have to ensure that each member of staff authorised to sell alcohol has received adequate training on the law with regard to age restricted products and that this has been properly documented and training records kept. The training record to be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police.

Have to ensure that each member of staff authorised to sell alcohol is fully aware of his/her responsibilities in relation to verifying a customer's age and is able to effectively question purchasers and check evidence of proof of age.

Being a licensee to ensure that each member of staff authorised to sell alcohol is sufficiently capable and confident to confront and challenge under – 18s attempting to purchase alcohol.

PUBLIC SAFETY

- Public safety objective is concerned with the physical safety of the Staff on the premises either internal or external.
- Complying with the fire regulations, health and safety etc.,
- Prevention of crime and disorder in all the best possible ways.