

Annex D – Consolidated list of conditions

Operating Schedule – Conditions.

1. The sale of alcohol from the premises shall be for delivery only by a delivery rider. Members of the public will have no access to the premises.
2. A digital CCTV system will be installed, or the existing system maintained, such system to be fit for the purpose and to be to the reasonable satisfaction of the police.
3. The CCTV system shall be capable of producing immediate copies on site. Copies of recordings will either be recorded digitally on to CD/DVD or other equivalent medium.
4. Any recording will be retained and stored in a suitable and secure manner for a minimum of 30 days and shall be made available, subject to compliance with Data Protection legislation, to the police for inspection within 24 hours of request.
5. The precise positions of the cameras may be agreed, subject to compliance with Data Protection legislation, with the police from time to time.
6. The system will display, on any recording, the correct time and date of the recording.
7. The CCTV system will be maintained and fully operational throughout the hours that the premises are open for any licensable activity.
8. An incident log/register shall be maintained to record all incidents of crime and disorder occurring on delivery of products. This log/register will be available for inspection by a police officer or other authorised officer on request.
9. The premises licence holder will ensure that an age verification policy will apply whereby all delivery riders will be trained to ask any customer to whom alcohol is delivered, who appears to be under the age of 25 years to produce, before being sold alcohol, identification being a passport or photocard driving licence bearing a holographic mark or other form of identification that complies with any mandatory condition that may apply to this licence.
10. All delivery riders shall receive training in age restricted sales.
 - Induction training must be completed and documented prior to the delivery of alcohol by the rider.
 - Refresher/reinforcement training must be completed and documented at intervals of no more than 6 months. Training records will be available for inspection by a police officer or other authorised officer on request. Training records will be electronically stored by the licence holder for a period of 12 months.
11. A warning shall be displayed on the digital platform on which an order is placed informing customers that they must be aged 18 or over to make a purchase of alcohol and notifying customers that the rider will carry out age verification on delivery. The customer will be required to declare that he or she aged 18 or over. If the rider is not satisfied that the customer is aged 18 or over any alcohol in the order will be withheld.
12. All riders shall be trained to record refusals of sales of alcohol in a refusals log/register. The log/register will contain:
 - details of the time and date the refusal was made;
 - the identity of the rider refusing the sale;
 - details of the alcohol the person attempted to purchase.This log/register will be available for inspection by a police officer or other authorised officer on request.
13. Members of the public will not be allowed to enter the premises.

- 14.. Delivery of alcohol shall be to a residential address or place of work.
15. Between the hours of 1800 and 0800 riders will be permitted to collect orders and deliver on foot, by pedal bike, electric bike (or other electric vehicle) only.
16. Riders will not be permitted to smoke in the immediate vicinity of the premises.
17. Riders will not be permitted to congregate in the immediate vicinity of the premises.
18. Riders will be instructed not to loiter in the vicinity of residential premises.
19. No collections of waste or recycling materials (including bottles) from the premises shall take place between 22:00 hours and 08:00 hours on the following day.
20. Prominent, clear and legible notices must be displayed at all exits requesting staff and couriers to respect the needs of local residents and to leave the premises and the area quietly.

Licensing Authority Proposed Conditions.

The authority seeks the following conditions as appropriate to uphold the objectives. These conditions are to replace those proposed by the applicant.

1. Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram
2. It will be the responsibility of the management that, any outside companies used for delivery must adhere to a strict "challenge 25" policy. It will be the responsibility of the management to keep up to date with that company's policy and to review any partnerships based on this policy
3. All alcohol sale orders shall be made via an online platform for delivery only and must be paid for by debit or credit card.
4. Each delivery containing alcohol shall be labelled with the words "Age Restricted Product".
5. Details of the order (including the type, amount of alcohol, name, and address of the customer) must be included with the order.
6. 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
7. All delivery orders shall be to a registered residential or business address. There shall be no deliveries to public/communal areas or open spaces.
8. A signature at the point of delivery must be obtained from a person above the age of 18 with appropriate age verification identification. No delivery shall be left without a signature. In the exceptional circumstances that a signature cannot be obtain, then the name and date of birth of the person receiving the delivery shall be obtained.
9. All staff engage in the sale or supply of alcohol shall be trained in the prevention of underage sales, drunkenness and proxy sales before being allowed to sell or supply any alcohol. The training should be clearly documented and signed and dated by both the trainer and the member of staff receiving it. The documentation shall be available for inspection on request by an authorised officer of the Licensing Authority or a constable
10. Drivers must be instructed to abort delivery where that sale is believed to be a "street sale". All such instances will be recorded in the refusals/incidents log.
11. Vehicles used for delivery should not be left idle outside the premises to ensure residents in the locality are not disturbed.

12. There shall be a dedicated area for delivery personnel to safely park their vehicle and collect the customer order.

13. The premises will operate as a delivery only business. The premises shall not be open to the public and will be used for the dispatch of alcohol only.

14. The premises shall install and maintain a comprehensive CCTV system. All entry and exit points must be covered enabling frontal identification of every person entering in a light condition. The CCTV system shall continually record whilst the premises are open. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer of Lambeth Council

15. A staff member from the premises who is conversant with the operation of the CCTV system must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested and within a maximum of 24 hours of the initial request

16. An incident log shall be kept at the premises and retained for a period of 12 months and made available on request to an authorised officer of Lambeth Council or the Police. It must be completed within 24 hours of the incident and will record the following:

(a) All crimes reported to the premises

(b) Any complaints received, and the remedial actions taken

(c) Any refusal of alcohol deliveries, the name of the member of staff or third party who refused the delivery

(d) Any visit by a relevant authority or emergency service

17. Website and all promotional materials should be designed and set out in a way which is consistent with the responsible retail of alcohol.

18. A Noise Management Policy shall be in place to ensure appropriate measures are in place to minimise noise and disturbance caused by the dispatch of deliveries and the deliveries themselves.

19. All delivery riders shall receive training in age restricted sales.

- Induction training must be completed and documented prior to the delivery of alcohol by the rider.

- Refresher/reinforcement training must be completed and documented at intervals of no more than 6 months. Training records will be available for inspection by a police officer or other authorised officer on request. Training records will be electronically stored by the licence holder for a period of 12 months.

20. A warning shall be displayed on the digital platform on which an order is placed informing customers that they must be aged 18 or over to make a purchase of alcohol and notifying customers that the rider will carry out age verification on delivery. The customer will be required to declare that he or she aged 18 or over. If the rider is not satisfied that the customer is aged 18 or over any alcohol in the order will be withheld.

21. Between the hours of 1800 and 2300 riders will be permitted to collect orders and deliver on foot, by pedal bike, electric bike (or other electric vehicle) only.

22. Riders will not be permitted to smoke in the immediate vicinity of the premises.

23. Riders will not be permitted to congregate in the immediate vicinity of the premises.

24. Riders will be instructed not to loiter in the vicinity of residential premises.

25. No collections of waste or recycling materials (including bottles) from the premises shall take place between 22:00 hours and 08:00 hours on the following day.

26. Prominent, clear and legible notices must be displayed at all exits requesting staff and couriers to respect the needs of local residents and to leave the premises and the area quietly.