

## Licensing Act 2003 Premises Licence

**Premises Licence Number**

Prem2461

**Version Reference**

21/00351/PRMTRN

### Part 1 – Premises Details

**Postal address of premises including Post Town & Post Code, or if none, ordnance survey map reference or description**

GoPuff  
Unit 25  
Zennor Road  
London  
SW12 0PS

**Telephone number**

**Where the licence is time limited the dates**

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**Licensable activities authorised by the licence**

Sale by Retail of Alcohol

**The times the licence authorises the carrying out of licensable activities**

**Sale by Retail of Alcohol**

Monday - Sunday

08:00 - 00:00

**The opening hours of the premises**

Monday - Sunday

00:00 - 00:00

**Where the licence authorises supplies of alcohol whether these are on and/or off supplies**

Alcohol may be supplied for consumption off the premises.

## Part 2

**Name, (registered) address, telephone number and email (where relevant) of holder of premises licence**

Fancy Delivery UK Ltd  
48 Hoxton Square  
London  
N1 6PB

Email Address contact details

**Registered number of holder, for example company number, charity number (where applicable)**

Registered Company Number 12793914

**Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply or the sale by retail of alcohol**

Alexandra Robertson- Walker

[REDACTED]

**Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises the supply or sale by retail of alcohol**

Personal Licence No: [REDACTED]

Licensing Authority: Torbay Council

Signed [REDACTED]

On behalf of the Head  
of Regulatory Services

Dated: 22<sup>nd</sup> March 2022

## Annex 1 – Mandatory conditions

### 1 MANDATORY CONDITIONS (Alcohol - off)

#### Condition A1.

No supply of Alcohol may be made under the Premises Licence:

- (a) At a time when there is no Designated Premises Supervisor in respect of the Premises Licence; or
- (b) At a time when the Designated Premises Supervisor does not hold a Personal Licence or his Personal Licence is suspended.

#### Condition A2

Every supply of alcohol under the Premises Licence must be made, or authorised by a person who holds a Personal Licence.

#### Condition A3

(1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—

- (a) a holographic mark, or
- (b) an ultraviolet feature.

#### Additional Mandatory Licensing Conditions, Minimum Drinks Pricing:

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

2. For the purposes of the condition set out in paragraph 1

(a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979(1);

(b) "permitted" price is the price found by applying the formula -  $P=D+(D \times V)$

where:

(i) P is the permitted price,

(ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence—

(i) the holder of the premises licence,

(ii) the designated premises supervisor (if any) in respect of such a licence, or

(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

## Annex 2 – Conditions consistent with the Operating Schedule

1. If delivery is to be outsourced, it will be the responsibility of the licensee to ensure that the delivery company has in place an effective age verification policy upon delivery.
2. Each delivery containing alcohol shall be labelled with the words "Age Restricted Product" or similar
3. 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" with:
  - a) The premises licence holder shall include information about the Challenge 25 age verification policy on its website/app whereby customers are warned that they must be aged 18 or over to order alcohol and that age verification checks will be undertaken at the point of delivery.
  - b) All couriers will be instructed to comply with the Challenge 25 age verification policy at the point of delivery and keep a record of any refused supplies of alcohol.
4. Where possible, deliveries shall be made by bicycle or electric bike
5. Details of the order (including the type, amount of alcohol, name, and address of the customer) must be accessible to any Police Constable or Local Authority Officer inspecting the order. Details of customer orders shall be retained for a period of 6 months.
6. There shall be no deliveries to public/communal areas or open spaces.
7. No members of the public will be allowed on the premises or be permitted to collect their order from the premises.
8. The premises will operate as a delivery only business.
9. There shall be a dedicated area for delivery personnel to safely park their vehicle and collect the customer order
10. Orders containing alcohol may only be delivered between the hours 08:00 -00:00.
11. 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
12. An incident log shall be kept at the premises 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 retained for a period of 12 months. The incident log shall record the following:
  - (a) All crimes reported to the premises
  - (b) Any complaints received, and the remedial actions taken
  - (c) Any incidents of disorder
  - (d) Any faults in the CCTV system
  - (e) Any refusal of alcohol deliveries, the name of the member of staff or third party who refused the delivery
  - (f) Any visit by a relevant authority or emergency service

13. The incident log shall be checked on a regular basis by the DPS to ensure that is being used by the staff and each check shall be recorded in the log
14. Website and all promotional materials should be designed and set out in a way which is consistent with the responsible retail of alcohol.
15. 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.
16. The Premises Licence Holder shall ensure all persons associated with the handling, transportation and delivery of alcohol shall employ due care and attention at all times to ensure:
  - a) The delivery vehicle engine is not left running needlessly on or off the premises.
  - b) There shall be no obstruction of the public highway whilst a delivery is taking place.
  - c) No persons drivers/couriers shall engage in loud talking/shouting/door slamming or emit loud music from their vehicle whilst on or off the premises.
  - d) All glass bottles/vessels, goods and waste to be handled carefully whilst being transported into and out of the premises and to the clients' address to prevent/minimise noise disturbance to residents within the vicinity.
17. 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.
18. All staff members engaged, or to be engaged, in supplying or delivering alcohol shall receive full training pertinent to the Licensing Act, specifically in regard to age-restricted sales, and the refusal of sales to persons believed to be under the influence of alcohol or drugs. This shall take place every 6 months.
19. All such training is to be fully documented and signed by the employee and the person delivering the training. Training records shall be kept at the premises and made available upon request to either Police Officers or an authorised officer of Lambeth Council.
20. Alcohol sales shall be made by online or other remote ordering methods only. Alcohol orders shall be supplied by delivery only.
21. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. 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 throughout the entire 31 day period.
22. All sales of alcohol for consumption off the premises shall be in sealed containers only.
23. Notices shall be prominently displayed at all exits requesting delivery staff to respect the needs of local residents and businesses and leave the area quietly
24. A record shall be kept detailing all refused sales of alcohol. The record of all refused sales of alcohol should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record shall be available for

inspection at the premises by the police or an authorised officer of Lambeth Council at all times whilst the premises is open.

25. A 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.
26. Signage advertising the aforementioned proof of age scheme shall be prominently displayed on the premises app and/or website.
27. Deliveries of alcohol shall only be made to private dwellings and business addresses which are recorded as part of the original sale.
28. 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.
29. 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.

**Annex 3 – Conditions attached after a hearing by the licensing authority**

None



# Annex 4 – Plans

FIRE SAFETY EQUIPMENT	
	FIRE BLANKET
	FIRE ALARM PANEL
	ALARM SOUNDER
	CALL POINT
	EMERGENCY DOOR RELEASE
	FOAM EXTINGUISHER
	CO2 EXTINGUISHER
	WATER EXTINGUISHER
	SUSPENDED EXIT SIGN
	CEILING BASED EMERGENCY LIGHT
	CEILING SMOKE DETECTOR
	FIRE EVACUATION DISTANCE

**NOTE:**

- LOCATION OF ALL FIRE SAFETY EQUIPMENT IS INDICATIVE ONLY.
- VOID SMOKE DETECTORS MAY BE REQUIRED.
- TO BE USED FOR FIRE STRATEGY PURPOSES ONLY - ALL DIMENSIONS TO BE CONFIRMED PRIOR TO FIT-OUT.
- FIRE STRATEGY & LOCAL BUILDING CONTROL TO BE APPROVE DESIGN PRIOR TO FIT-OUT COMPLETION.

**DISCLAIMER:**

THIS DOCUMENT IS FOR INFORMATION ONLY AND DOES NOT REPRESENT A CONTRACT. THE CLIENT IS RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED. THE DESIGNER ACCEPTS NO LIABILITY FOR ANY LOSS OR DAMAGE, INCLUDING CONSEQUENTIAL DAMAGES, ARISING FROM THE USE OF THIS DOCUMENT. THE DESIGNER'S LIABILITY IS LIMITED TO THE DESIGN SERVICES PROVIDED AND DOES NOT EXTEND TO ANY OTHER SERVICES PROVIDED BY THE DESIGNER.

- Proposed Partition Walls
- Existing Structural Walls
- Existing Partition Walls
- Existing Column
- No Access

SCALE BAR 1:50

**LICENCE PLAN**

DATE	20/10/2024
PROJECT	PREMISES LICENCE
CLIENT	ABC COMPANY
DESIGNER	XYZ DESIGN
SCALE	1:50
STATUS	FOR INFORMATION

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