

Conditions proposed by the applicant with alternatives suggested by the Licensing Authority in *italics*

1. No members of the public will be allowed on the premises
2. Drivers will await deliveries by waiting in an internal section of the premises until such time as a delivery is ordered. Staff on site will ensure that no excessive noise is created by the drivers when leaving, entering or smoking outside the Premises
All delivery drivers shall wait within the designated internal section of the premises for delivery orders.
3. A camera CCTV system is in place on the premises
4. The CCTV system shall continuously record whilst the premises is open for licensable activities. All recordings will be stored for a minimum of 31 days and can be accessed and downloaded immediately when requested by the police or other authorised officer
5. There will always be at least one person present whilst the premises is open who is able to operate and download images from the CCTV

The premises shall 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

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

6. An incident log shall be kept at the premises, and made available on request to the police or an authorised officer, which will record the following:
 - a) Any complaints received
 - b) Any faults in the CCTV system
 - c) Any visit by a relevant authority or emergency service
 - d) Any refusal of the sale of alcohol

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***
- (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

7. The premises will be maintained in a safe manner at all times
8. All exits will be kept unobstructed, easy to open and clearly signed
9. Notices will be displayed asking staff to leave the premises quietly and to have respect for local residents

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10. Delivery of alcohol will be refused whereby the driver considers the person receiving the delivery to be under the influence of alcohol or drugs

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11. No alcohol will be supplied to the public at the premises

No members of the public will be allowed on the premises or be permitted to collect their order from the premises.

12. All sales of alcohol for consumption off the premises shall be in sealed containers only and shall not be consumed on the premises

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13. When a delivery is to be carried out by an employed driver:

- a) A Challenge 25 scheme shall be operated, whereby if supply of alcohol is to any person who appears to be under the age of 25 years of age, they will be required to produce on request an item which meets the mandatory age verification requirement and is either a:
 - i. Proof of age card bearing the PASS Hologram;
 - ii. Photocard driving licence;
 - iii. Passport; or
 - iv. Ministry of Defence Identity Card

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b. Photocard driving licence;

c. Passport; or

d. Ministry of Defence Identity Card

- b) All staff engaged in the sale or supply of alcohol on the premises shall have received training in relation to the protection of children from harm (including under-age sales), how to recognise drunkenness and the duty not to serve drunk persons. Refresher training shall be carried out at least every twelve months.

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. Refresher training shall be carried out at least every twelve months.

- c) Training records shall be kept on the premises (or otherwise be accessible on the premises) for a minimum of 12 months and made immediately available to police, trading standards or licensing authority staff upon reasonable request

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- d) A refusals record shall be maintained at the premises which details all refusals to supply alcohol. Each entry shall, as a minimum, record the date and time of the refusal and the name of the staff member refusing the supply

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14. Notwithstanding Conditions above; where third party couriers are employed for deliveries these third parties shall maintain their own Challenge 25 Policies & age verification training
15. When using third party couriers, all consignments of alcohol will be dispatched through reputable couriers only

Conditions proposed by the Licensing Authority

16. Each delivery containing alcohol shall be labelled with the words "Age Restricted Product" or similar
17. 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.
18. 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.
19. There shall be no deliveries to public/communal areas or open spaces.
20. The premises will operate as a delivery only business.
21. Orders containing alcohol may only be delivered between the hours 08:00 – 23:00.
22. 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

23. Website and all promotional materials should be designed and set out in a way which is consistent with the responsible retail of alcohol.
24. 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.
25. Notwithstanding condition 20; where third party couriers are employed for deliveries these third parties shall maintain their own Challenge 25 Policies & age verification training
26. In all instances when a delivery is made, the person supplying age restricted goods must exercise the Challenge 25 Policy at the point of delivery. Where the recipient is believed to be under the age of 25, appropriate age verification identification must be obtained from the recipient to prove they are above the age of 18
27. When using third party couriers, all consignments of alcohol will be dispatched through reputable couriers only
28. Drivers must be instructed to abort delivery where that sale is believed to be a "street sale". All such instance will be recorded in the refusals/incidents log