

Conditions

Mandatory Conditions

1. Where a premises licence authorises the supply of alcohol, the licence must include the following conditions:

that 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.

every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

2. Where the licence authorises supply of alcohol only for consumption OFF the premises.

1. The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

- 2) The policy must require individuals who appear to the responsible person under the 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 a holographic mark.

3. Alcohol minimum permitted price - from 6 April 2014 - on and off sales/supply

- 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;

- (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 rate 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) "valued 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.

Prevention of Crime & Disorder

4. CCTV will be installed at the premises. Cameras will be sited to observe the entrance and exit doors both inside and outside, shop floor and tills. 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. Digital systems shall provide good quality playback images that give free flowing playback footage. Recorded footage will be retained for a minimum of 31 days and will be made available to police immediately on request when investigating allegations of offences or criminal activity. A trained member of staff will be able to operate the system and

download images will be on duty during operating hours. Any images recovered must be playable on a windows based computer system without the need for technical enhancement.

5. The refusal record will be kept on the premises for production, on request, to an officer of a Responsible Authority. Deliveries of alcohol shall only be made to residential or to business addresses, where the relevant details of the purchaser have been recorded as part of the original sale.
6. An incident book or computer log for refusals of service, ID checks and incidents shall be maintained by staff at the premises. These records shall be retained for a minimum of 1 year and be made available to the Police and other responsible authorities upon request.
7. The premises licence holder shall ensure that all retail payments for alcohol shall be made through the company website, not third party websites. The company shall use an on-line payment method which can only be used by persons over the age of 18 (credit card).

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

- The premises licence holder shall ensure that no alcohol shall be sold as part of the 'delivery service' to any place that is not a recognisable dwelling or business address.

- The premises licence holder shall ensure that 'delivery' order of alcohol shall only be delivered to a person who is 18 years of age or over if they look under 25. This shall remain the responsibility of the premises licence holder, irrespective of the use of a third party courier. This shall 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 the person receiving the alcohol looks under 25 to confirm their age. Accepted forms of identification shall be passport and photo driving licence.

8. Persons undertaking deliveries shall be over 18 years of age.
9. All staff involved in the sale or supply of alcohol shall receive licensing training that includes appropriate precautions to prevent the sale of alcohol to persons under the age of 18, the signs and symptoms of drunkenness, the refusal of service due to intoxication and age verification policy. Records will be kept of such training which must be signed and dated by the member of staff who has received that training. All staff will receive refresher training every six months as a minimum and records are to be kept of this refresher training. These records shall be made available to Police and/or Local Authority upon request and shall be kept for at least one year.
10. All staff involved in the sale/delivery of alcohol shall receive training in underage sales, serving to persons in drink and how to deal with abusive and aggressive customers.

11. A written record shall be retained to list the staff that have been authorised to sell or supply alcohol following their training. This shall be made available to the Police upon request.
12. The premises licence holder shall ensure that all tills have a prompt message to question staff over the age and condition of the customer when alcohol is purchased i.e. 'ID confirmed' and 'checked - not drunk'.

Prevention of Public Nuisance

13. Prominent, clear and legible notices shall be displayed at all public exits from the premises requesting customers respect the needs of local residents and leave the premises and area quietly. These notices shall be positioned at eye height and a location where those leaving the premises can read them.

Protection of Children from Harm

14. The premises will operate a Challenge 25 proof of age policy. Challenge 25 means that every individual, who visually appears to be under 25 years of age and is seeking to purchase or be supplied with alcohol at the premises or from the premises, shall produce identification proving they are 18 years of age or older. Acceptable identification for the purposes of age verification will include a driving licence, passport, photographic identification bearing the "PASS" logo and Military ID. The ID shall include the person's date of birth. If the person seeking alcohol is unable to produce acceptable means of identification, no sale or supply of alcohol will be made to or for that person. 'Challenge 25' posters shall be displayed in prominent positions at the premises.