

# Notice of Licensing Sub-Committee

Date: Monday, 4 May 2020 at 10.00 am

Venue: Skype Meeting



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## Membership:

Cllr D A Flagg

Cllr G Farquhar

Cllr D Kelsey

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All Members of the Licensing Sub-Committee are summoned to attend this meeting to consider the items of business set out on the agenda below.

The press and public are welcome to view the live and subsequent broadcast of the Skype meeting at:

<https://democracy.bcpCouncil.gov.uk/ieListDocuments.aspx?CId=289&MId=4525&Ver=4>

If you would like any further information on the items to be considered at the meeting please contact: Democratic Services or email [democratic.services@bcpCouncil.gov.uk](mailto:democratic.services@bcpCouncil.gov.uk)

Press enquiries should be directed to the Press Office: Tel: 01202 454668 or email [press.office@bcpCouncil.gov.uk](mailto:press.office@bcpCouncil.gov.uk)

This notice and all the papers mentioned within it are available at [democracy.bcpCouncil.gov.uk](https://democracy.bcpCouncil.gov.uk)

GRAHAM FARRANT  
CHIEF EXECUTIVE

24 April 2020



Available online and  
on the Mod.gov app



## Maintaining and promoting high standards of conduct

### Declaring interests at meetings

Familiarise yourself with the Councillor Code of Conduct which can be found in Part 6 of the Council's Constitution.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests

Do any matters being discussed at the meeting relate to your registered interests?

Disclosable Pecuniary Interest

Yes

Declare the nature of the interest

Do NOT participate in the item at the meeting. Do NOT speak or vote on the item EXCEPT where you hold a dispensation

You are advised to leave the room during the debate

Local Interest

Yes

Declare the nature of the interest

Applying the bias and pre-determination tests means you may need to refrain from speaking and voting

You may also need to leave the meeting. Please seek advice from the Monitoring Officer

No

Do you have a personal interest in the matter?

Yes

Consider the bias and pre-determination tests

You may need to refrain from speaking & voting

You may also need to leave the meeting. Please seek advice

No

You can take part in the meeting speak and vote

What are the principles of bias and pre-determination and how do they affect my participation in the meeting?

Bias and predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item.

#### Bias Test

In all the circumstances, would it lead a fair minded and informed observer to conclude that there was a real possibility or a real danger that the decision maker was biased?

#### Predetermination Test

At the time of making the decision, did the decision maker have a closed mind?

If a councillor appears to be biased or to have predetermined their decision, they must NOT participate in the meeting.

For more information or advice please contact the Monitoring Officer  
([tanya.coulter@bcpcouncil.gov.uk](mailto:tanya.coulter@bcpcouncil.gov.uk))

### Selflessness

Councillors should act solely in terms of the public interest

### Integrity

Councillors must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships

### Objectivity

Councillors must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

### Accountability

Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

### Openness

Councillors should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing

### Honesty & Integrity

Councillors should act with honesty and integrity and should not place themselves in situations where their honesty and integrity may be questioned

### Leadership

Councillors should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs

# AGENDA

Items to be considered while the meeting is open to the public

**1. Election of Chairman**

To elect a Chairman of this meeting of the Licensing Sub-Committee.

**2. Apologies**

To receive any apologies for absence from Members.

**3. Declarations of Interests**

Councillors are requested to declare any interests on items included in this agenda. Please refer to the workflow on the preceding page for guidance.

Declarations received will be reported at the meeting.

**4. Protocol for Public Representation at Virtual Meetings**

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In response to the Government's guidance to limit the spread of Coronavirus and restrictions around the gathering of more than two people, the following items of business will be conducted as virtual hearings in accordance with Government Regulations and Article 16 of the Council's Constitution. This approach has been taken to ensure the Council is compliant with the current restrictions and is not putting participants and members of the public at risk.

A revised protocol for public representation at formal virtual meetings of the Licensing Sub Committee is included with the agenda sheet for this meeting.

**5. Objection to Temporary Event Notices –**

9 - 38

The Licensing Authority has received three Temporary Event Notices (TENs) to permit the supply of alcohol, off the premises, by way of delivery through internet/telephone orders.

Dorset Police have submitted an objection notice against all three notices on the grounds that they believe the licensing objectives will be undermined if granted.

Copies of the TENs are attached at Appendix 1.

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

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## **LICENSING COMMITTEE AND SUB COMMITTEE**

### **PROTOCOL FOR PUBLIC REPRESENTATION AT VIRTUAL MEETINGS**

**The existing protocol for public speaking has been adapted to apply in respect of virtual hearings under the Licensing Act 2003, the Gambling Act 2005, and Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 (as amended by the Policing and Crime Act 2009).**

**It has been amended in accordance with Article 16 of the Council's Constitution: Covid-19 Interim Decision Making Arrangements, and the requirements of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.**

This includes applications relating to the licensing of alcohol, regulated entertainment, late night refreshment, gambling, and sex establishments, Hackney Carriage and Private Hire vehicles, which are the responsibility of the Licensing Committee/Sub Committee to determine as set out in Part 3.3 of the Council's Constitution.

1. The Chair welcomes everyone, matters of general housekeeping are dealt with, notification that the hearing may be recorded for live and subsequent broadcast on the Council's website, reminder to switch mobile phones to silent, principles for managing formal skype meetings.
2. The Chair identifies all parties present and makes introductions.
3. Matters of general housekeeping are dealt with, notification that the hearing may be recorded for live and subsequent broadcast on the Council's website, reminder to switch mobile phones to silent.
4. All persons who have given notice of their intention to speak are identified.
5. Identify if any person who wishes to withdraw a representation or wishes not to speak
6. Chair explains proposed procedure and order of speaking for hearing as set out in Appendix A. All parties confirm agreement or make representations on procedure proposed.
7. Licensing Officer's report is presented.
8. Parties present their representations in the order agreed.
9. Parties who are speaking should not repeat the information which they have already given in writing in their representation. They will be able to expand on the written information given, provided the information remains relevant. Any addition information should be limited to the grounds of their representation(s). For example, if they are objecting on the grounds of Public Nuisance, then they should confine their comments to matters relating to Public Nuisance.
10. Members of the Licensing Committee or Sub Committee may ask questions after each representation and at the end of all representations. Parties, will be allowed to ask questions through the Chair.

11. Following representations, the parties will be given the opportunity to sum up. Party who spoke first to go last. The hearing will then conclude.
12. Members will deliberate in private with the clerk and legal representative as appropriate present.
13. The decision will be taken by the Committee and notification of the decision will be given within the period of five working days beginning with the day or the last day on which the hearing was held in accordance with the regulations. The notification of decision will include information about the right of appeal as appropriate.
14. The Legal Advisor will advise the parties of any right of appeal as appropriate at the conclusion of the hearing.

### General points

- The hearing may be adjourned at any time at the discretion of the Members
- Members may amend the procedure at any time if they consider it to be in the public interest or in the interest of a fair hearing
- The Sub Committee may decide to conduct all or part of a hearing in non public session where it considers the public interest in doing so, outweighs the public interest in the hearing.
- The Chair may exclude any person from a hearing for being disruptive.
- Meetings of the Licensing Committee in public session are recorded by the Council for live and subsequent broadcast on its website.
- The hearing will take the form of a discussion.
- Only persons (or their representatives) who have made an application, are subject to an application or have submitted a written representation to the Licensing Authority under the relevant Act are permitted to speak at the hearing.
- Any further information to support an application or a representation must be submitted at least 5 working days prior to the Hearing. Any submissions submitted less than 24 hours before the hearing must be agreed by all parties at the Hearing, before it can be considered
- If a party has informed the Authority that he does not intend to participate, or be represented at the hearing, or has failed to advise whether he intends to participate or not, the hearing may proceed in his absence

**For other matters in Part 3.3 of the Council's Constitution which are the responsibility of the Licensing Committee, the procedures set out in Appendix 6 of the Council's Constitution in relation to public questions, statements and petitions as amended by Article 16: Covid-19 Interim Decision Making Arrangements and the provisions in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 shall apply.**

This includes such matters as making recommendations on relevant policies, approving the level of fees charged by the Council, and making decisions on tariffs charged by the Public Carriage Trade.

**The Council's Constitution can be accessed using the following link:**

<https://democracy.bcpCouncil.gov.uk/ieListMeetings.aspx?CommitteeID=151&Info=1&bcr=1>

For further information please contact [democraticservices@bcpCouncil.gov.uk](mailto:democraticservices@bcpCouncil.gov.uk)

### Proposed procedure and order of speaking for virtual hearings

- The Licensing Officer/Other Council Officer presents report
- Applicant will make their Application
- Questions of the Applicant by all parties, Members of the Committee/Sub-Committee to go first
- Responsible Authorities and Other Persons will make their representations.
- Questions of the Responsible Authorities and Other Persons. Members of the Committee/Sub-Committee to go first.
- All parties will be given an opportunity to sum up (with the party who spoke last to go first). The hearing will then conclude.
- Sub-Committee will deliberate in private with Legal Adviser and Clerk present. (Councillors new to Licensing may observe but will not take part in the decision making).
- Notification of the Sub Committee's decision will be given within the period of five working days beginning with the day or the last day on which the hearing was held in accordance with the regulations. The notification of decision will include information about the right of appeal as appropriate.
- The Legal Adviser will advise parties of any right of appeal as appropriate at the conclusion of the hearing.

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## LICENSING SUB-COMMITTEE



Report subject	<b>Objection to Temporary Event Notices – Drinks 2 Doors/J&amp;A Drinks Ltd</b>
Meeting date	4 May 2020
Status	Public Report
Executive summary	<p>The Licensing Authority has received three Temporary Event Notices (TENs) to permit the supply of alcohol, off the premises, by way of delivery through internet/telephone orders.</p> <p>Dorset Police have submitted an objection notice against all three notices on the grounds that they believe the licensing objectives will be undermined if granted.</p> <p>Copies of the TENs are attached at Appendix 1.</p>
Recommendations	<p><b>It is RECOMMENDED that:</b></p> <p><b>Members consider the objection notice by Dorset Police to the TENs on the grounds that they are satisfied that allowing the premises to be used in accordance with the notices would undermine the crime prevention objective.</b></p> <p><b>Having regard to the objection notice Members must decide whether to give the premises user a counter notice, if they consider it necessary for the promotion of the crime prevention objective to do so, or provide notice of their decision not to issue a counter notice.</b></p>
Reason for recommendations	<p>The three notices are required to permit off sales of alcohol (for delivery to customers) on the following dates between the hours of 09:00 and 21:00 each day:</p> <p>Wednesday 6<sup>th</sup> May 2020 to Sunday 10<sup>th</sup> May 2020</p> <p>Wednesday 13<sup>th</sup> May 2020 to Sunday 17<sup>th</sup> May 2020</p> <p>Wednesday 20<sup>th</sup> May 2020 to Sunday 24<sup>th</sup> May 2020</p>

Portfolio Holder(s):	Councillor Lewis Allison – Tourism, Leisure and Communities
Corporate Director	Kaye Ryan – Environment and Community
Report Authors	Sarah Rogers – Senior Licensing Officer
Wards	Throop
Classification	For Decision

## Background

1. The premises user had been providing an alcohol delivery service since restrictions were imposed by Government due to the current Co-Vid19 crisis incorrectly, under the assumption this could be done under HMCR's Alcohol Wholesaler Registration Scheme. <https://www.gov.uk/guidance/the-alcohol-wholesaler-registration-scheme-awrs>
2. Dorset Police notified the Licensing Authority of the alcohol delivery service on 20<sup>th</sup> April 2020. Mrs Rogers identified the operator and on the same day contacted them. When they were notified of their error the operators immediately ceased trading and took action to remedy the situation by way of submitting an application for a Premises Licence and the three TENs to cover the consultation period.
3. The premises user submitted an Alcohol Management Plan and driver's training sheet to Dorset Police to try and alleviate their concerns by way of mediation. Dorset Police confirmed that their objection notice should remain. A copy of the Alcohol Management Plan and driver training sheet is attached at Appendix 3.

## Issues

4. Before making a decision, Members are asked to consider the following matters:-
  - The objection notice made by Dorset Police attached at Appendix 2.
  - The submissions made by or on behalf of the Premises User.
  - If the event were to take place would it would undermine the crime prevention objective.
  - The Licensing Act 2003, Regulations, Guidance and the Council's Statement of Licensing Policy.

## Options Appraisal

5. Dorset Police may withdraw their objection notice at any stage if the proposed Premises User agrees to modify the proposal to meet their concerns.
6. The Licensing Authority may issue a counter notice if they consider this necessary for the promotion of the crime prevention objective.
7. There is a right of appeal to the Magistrates' Court by both the Premises User if the Licensing Authority issue a counter notice and by Dorset Police if the Licensing Authority does not issue such a counter notice.

8. Members of the Licensing Sub-Committee are asked to make a decision at the end of the hearing after all relevant parties have been given the opportunity to speak. Members must give full reasons for their decision.

#### **Summary of financial implications**

9. An appeal may be made against the decision of Members by the premises user or Dorset Police to the Magistrates' Court which could have a financial impact on the Council.

#### **Summary of legal implications**

10. Following the outcome of the hearing, all parties have the right to appeal to the Magistrates' Court within the period of 21 days beginning with the day on which the appellant was notified by the Licensing Authority of the decision appealed against.
11. No appeal may be brought later than five working days before the day on which the event period specified in the TEN begins.

#### **Summary of human resources implications**

12. N/A

#### **Summary of sustainability impact**

13. N/A

#### **Summary of public health implications**

14. N/A

#### **Summary of equality implications**

15. N/A

#### **Summary of risk assessment**

16. N/A

#### **Background papers**

Section 182 Guidance

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/705588/Revised\\_guidance\\_issued\\_under\\_section\\_182\\_of\\_the\\_Licensing\\_Act\\_2003\\_April\\_2018\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705588/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_April_2018_.pdf)

#### **Appendices**

- 1 – Temporary Event Notices (x3)
- 2 – Objection Notice from Dorset Police
- 3 – Alcohol Management Plan and Driver Training Sheet

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**Temporary Event Notice**

Before completing this notice, please read the guidance notes at the end of the notice. If you are completing this notice by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary. You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

<b>1. The personal details of premises user (Please read note 1)</b>	
<b>1. Your name</b>	
Title	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	Horton
Forenames	Anthony
<b>2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)</b>	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	
Forenames	
<b>3. Your date of birth</b>	
<b>4. Your place of birth</b>	
<b>5. National Insurance Number</b>	
<b>6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)</b>	
Post town Bournemouth	Postcode
<b>7. Other contact details</b>	
Telephone numbers	
Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	Maggie@jandadrinks.co.uk
<b>8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)</b>	

J&A Drinks LTD Blue Roof Farm Throop Road	
Post town Bournemouth	Postcode BH80DL
9. Alternative contact details (if applicable)	
Telephone numbers: Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	

<b>2. The premises</b>	
Please give the address of the premises where you intend to carry on the licensable activities or, if it has no address, give a detailed description (including the Ordnance Survey references) (Please read note 2)	
J&A Drinks Ltd Blue Roof Farm Throop Road BH80DL	
Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.	
Premises licence number	
Club premises certificate number	
If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)	
n/a	
Please describe the nature of the premises below. (Please read note 4)	
J&A Drinks are a wholesale company, who primarily only sell alcohol to the license trade We have a stock warehouse, which is not open to the public.	
Please describe the nature of the event below. (Please read note 5)	

Due to the Covid-19 we would like to offer a service to sell to the general public as OFF sales Drinks 2 Doors.

All orders are to be placed over the phone to Marianne Brown (Personal License Holder) Who will be operating a challenge 25 policy (If we are unsure of the age of the person ordering, we ask for DOB and photo proof of ID to be emailed/texted over or order via facetime.

All payments are made directly to J&A Drinks in advance with a debit of credit card

Then we will deliver to the public with a registered delivery drivers

Although there is no contact with the drivers and the consumer, we will operate a policy that the driver, will ensure that the delivery is taken by someone over the age of 18. (no alcohol deliveries will be left with minors)

3. The licensable activities		
Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)		
The sale by retail of alcohol	<input checked="" type="checkbox"/>	
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	<input type="checkbox"/>	
The provision of regulated entertainment (Please read note 7)	<input type="checkbox"/>	
The provision of late night refreshment	<input type="checkbox"/>	
Are you giving a late temporary event notice? (Please read note 8)	<input type="checkbox"/>	
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 9)		
<del>Tuesday 5<sup>th</sup> May 2020</del> - Sunday 10 <sup>th</sup> May 2020 Wednesday 6 <sup>th</sup> May 2020		
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 10)		
<del>Tuesday 5<sup>th</sup> - 09.00 - 21.00</del> Wednesday 6 <sup>th</sup> - 09.00 - 21.00 Thursday 7 <sup>th</sup> - 09.00 - 21.00 Friday 8 <sup>th</sup> - 09.00 - 21.00 Saturday 9 <sup>th</sup> - 09.00 - 21.00 Sunday 10 <sup>th</sup> - 09.00 - 21.00		
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 11)		1
If the licensable activities will include the sale or supply of alcohol, please state whether these will	On the premises only	<input type="checkbox"/>

be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 12)	Off the premises only	<input checked="" type="checkbox"/>
	Both	<input type="checkbox"/>

Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment (including, but not limited to lap dancing and pole dancing). (Please see note 13)

n/a We will only be supplying alcohol for OFF sales, no entertainment.

4. Personal licence holders (Please read note 14)		
Do you currently hold a valid personal licence? (Please tick)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If "Yes" please provide the details of your personal licence below.		
Issuing licensing authority		
Licence number		
Date of issue		
Any further relevant details		

5. Previous temporary event notices you have given (Please read note 15 and tick the boxes that apply to you)		
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year	1	
Have you already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

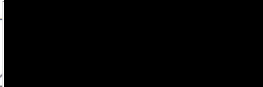
6. Associates and business colleagues (Please read note 16 and tick the boxes that apply to you)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.		
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

7. Checklist (Please read note 17)	
I have: (Please tick the appropriate boxes, where applicable)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	<input checked="" type="checkbox"/>
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	<input type="checkbox"/>
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	<input type="checkbox"/>
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	<input type="checkbox"/>
Made or enclosed payment of the fee for the application	<input checked="" type="checkbox"/>
Signed the declaration in Section 9 below	<input checked="" type="checkbox"/>

8. Condition (Please read note 18)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the sale or supply of alcohol that all such supplies are made by or under the authority of the premises user.

## 9. Declarations (Please read note 19)

The information contained in this form is correct to the best of my knowledge and belief.	
I understand that it is an offence: (i) to knowingly or recklessly make a false statement in or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine of any amount; and (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six months, or to both.	
Signature	
Date	20 <sup>th</sup> April 2020
Name of Person signing	Anthony Horton

For completion by the licensing authority

10. Acknowledgement (Please read note 20)	
I acknowledge receipt of this temporary event notice.	
Signature	On behalf of the licensing authority
Date	
Name of Officer signing	

**Temporary Event Notice**

Before completing this notice, please read the guidance notes at the end of the notice. If you are completing this notice by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary. You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

<b>1. The personal details of premises user (Please read note 1)</b>	
<b>1. Your name</b>	
Title	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	Horton
Forenames	Anthony
<b>2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)</b>	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	
Forenames	
<b>3. Your date of birth</b>	
[REDACTED]	
<b>4. Your place of birth</b>	
[REDACTED]	
<b>6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)</b>	
[REDACTED]	
Post town Bournemouth	
Postcode [REDACTED]	
<b>7. Other contact details</b>	
Telephone numbers	
Daytime	[REDACTED]
Evening (optional)	
Mobile (optional)	[REDACTED]
Fax number (optional)	
E-Mail address (if available)	Maggie@jandadrinks.co.uk
<b>8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)</b>	

J&A Drinks LTD Blue Roof Farm Throop Road	
Post town Bournemouth	Postcode BH80DL
9. Alternative contact details (if applicable)	
Telephone numbers: Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	

<b>2. The premises</b>	
Please give the address of the premises where you intend to carry on the licensable activities or, if it has no address, give a detailed description (including the Ordnance Survey references) (Please read note 2)	
J&A Drinks Ltd Blue Roof Farm Throop Road BH80DL	
Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.	
Premises licence number	
Club premises certificate number	
If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)	
n/a	
Please describe the nature of the premises below. (Please read note 4)	
J&A Drinks are a wholesale company, who primarily only sell alcohol to the license trade We have a stock warehouse, which is not open to the public.	
Please describe the nature of the event below. (Please read note 5)	

Due to the Covid-19 we would like to offer a service to sell to the general public as OFF sales Drinks 2 Doors.

All orders are to be placed over the phone to Marianne Brown (Personal License Holder) Who will be operating a challenge 25 policy (If we are unsure of the age of the person ordering, we ask for DOB and photo proof of ID to be emailed/texted over or order via facetime.

All payments are made directly to J&A Drinks in advance with a debit of credit card

Then we will deliver to the public with a registered delivery drivers

Although there is no contact with the drivers and the consumer, we will operate a policy that the driver, will ensure that the delivery is taken by someone over the age of 18. (no alcohol deliveries will be left with minors)

3. The licensable activities		
Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)		
The sale by retail of alcohol		<input checked="" type="checkbox"/>
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club		<input type="checkbox"/>
The provision of regulated entertainment (Please read note 7)		<input type="checkbox"/>
The provision of late night refreshment		<input type="checkbox"/>
Are you giving a late temporary event notice? (Please read note 8)		<input type="checkbox"/>
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 9)		
<del>Tuesday 12<sup>th</sup> May 2020</del> - Sunday 17 <sup>th</sup> May 2020 Wednesday 13 <sup>th</sup> May 2020		
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 10)		
<del>Tuesday 12<sup>th</sup> - 09.00 - 21.00</del> Wednesday 13 <sup>th</sup> - 09.00 - 21.00 Thursday 14 <sup>th</sup> - 09.00 - 21.00 Friday 15 <sup>th</sup> - 09.00 - 21.00 Saturday 16 <sup>th</sup> - 09.00 - 21.00 Sunday 17 <sup>th</sup> - 09.00 - 21.00		
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 11)		1
If the licensable activities will include the sale or supply of alcohol, please state whether these will	On the premises only	<input type="checkbox"/>

be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 12)	Off the premises only	<input checked="" type="checkbox"/>
	Both	<input type="checkbox"/>

Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment (including, but not limited to lap dancing and pole dancing). (Please see note 13)

n/a We will only be supplying alcohol for OFF sales, no entertainment.

4. Personal licence holders (Please read note 14)		
Do you currently hold a valid personal licence? (Please tick)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If "Yes" please provide the details of your personal licence below.		
Issuing licensing authority		
Licence number		
Date of issue		
Any further relevant details		

5. Previous temporary event notices you have given (Please read note 15 and tick the boxes that apply to you)		
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year	2	
Have you already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

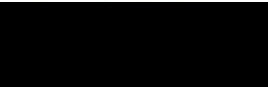
6. Associates and business colleagues (Please read note 16 and tick the boxes that apply to you)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.		
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

7. Checklist (Please read note 17)	
I have: (Please tick the appropriate boxes, where applicable)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	<input checked="" type="checkbox"/>
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	<input type="checkbox"/>
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	<input type="checkbox"/>
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	<input type="checkbox"/>
Made or enclosed payment of the fee for the application	<input checked="" type="checkbox"/>
Signed the declaration in Section 9 below	<input checked="" type="checkbox"/>

8. Condition (Please read note 18)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the sale or supply of alcohol that all such supplies are made by or under the authority of the premises user.

## 9. Declarations (Please read note 19)

The information contained in this form is correct to the best of my knowledge and belief.	
I understand that it is an offence: (i) to knowingly or recklessly make a false statement in or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine of any amount; and (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six months, or to both.	
Signature	
Date	20 <sup>th</sup> April 2020
Name of Person signing	Anthony Horton

For completion by the licensing authority

10. Acknowledgement (Please read note 20)	
I acknowledge receipt of this temporary event notice.	
Signature	On behalf of the licensing authority
Date	
Name of Officer signing	

**Temporary Event Notice**

Before completing this notice, please read the guidance notes at the end of the notice. If you are completing this notice by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary. You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

<b>1. The personal details of premises user (Please read note 1)</b>	
<b>1. Your name</b>	
Title	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	Horton
Forenames	Anthony
<b>2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)</b>	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	
Forenames	
<b>3. Your date of birth</b>	
<b>4. Your place of birth</b>	
<b>5. National Insurance Number</b>	
<b>6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)</b>	
<div style="background-color: black; width: 100px; height: 20px; display: inline-block;"></div>	
<div style="background-color: black; width: 100px; height: 20px; display: inline-block;"></div>	
Post town Bournemouth	Postcode <div style="background-color: black; width: 100px; height: 20px; display: inline-block;"></div>
<b>7. Other contact details</b>	
Telephone numbers	
Daytime	<div style="background-color: black; width: 100px; height: 20px; display: inline-block;"></div>
Evening (optional)	
Mobile (optional)	<div style="background-color: black; width: 100px; height: 20px; display: inline-block;"></div>
Fax number (optional)	
E-Mail address (if available)	Maggie@jandadrinks.co.uk
<b>8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)</b>	

J&A Drinks LTD Blue Roof Farm Throop Road	
Post town Bournemouth	Postcode BH80DL
9. Alternative contact details (if applicable)	
Telephone numbers: Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	

<b>2. The premises</b>	
Please give the address of the premises where you intend to carry on the licensable activities or, if it has no address, give a detailed description (including the Ordnance Survey references) (Please read note 2)	
J&A Drinks Ltd Blue Roof Farm Throop Road BH80DL	
Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.	
Premises licence number	
Club premises certificate number	
If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)	
n/a	
Please describe the nature of the premises below. (Please read note 4)	
J&A Drinks are a wholesale company, who primarily only sell alcohol to the license trade We have a stock warehouse, which is not open to the public.	
Please describe the nature of the event below. (Please read note 5)	

Due to the Covid-19 we would like to offer a service to sell to the general public as OFF sales Drinks 2 Doors.

All orders are to be placed over the phone to Marianne Brown (Personal License Holder) Who will be operating a challenge 25 policy (If we are unsure of the age of the person ordering, we ask for DOB and photo proof of ID to be emailed/texted over or order via facetime.

All payments are made directly to J&A Drinks in advance with a debit of credit card

Then we will deliver to the public with a registered delivery drivers

Although there is no contact with the drivers and the consumer, we will operate a policy that the driver, will ensure that the delivery is taken by someone over the age of 18. (no alcohol deliveries will be left with minors)

3. The licensable activities		
Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)		
The sale by retail of alcohol	<input checked="" type="checkbox"/>	
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	<input type="checkbox"/>	
The provision of regulated entertainment (Please read note 7)	<input type="checkbox"/>	
The provision of late night refreshment	<input type="checkbox"/>	
Are you giving a late temporary event notice? (Please read note 8)	<input type="checkbox"/>	
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 9)		
<del>Tuesday 19<sup>th</sup> May 2020</del> - Sunday 24 <sup>th</sup> May 2020 Wednesday 20 <sup>th</sup> May 2020		
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 10)		
<del>Tuesday 19<sup>th</sup> 09.00 – 21.00</del> Wednesday 20 <sup>th</sup> – 09.00 – 21.00 Thursday 21 <sup>st</sup> – 09.00 – 21.00 Friday 22 <sup>nd</sup> – 09.00 – 21.00 Saturday 23 <sup>rd</sup> – 09.00 – 21.00 Sunday 24 <sup>th</sup> – 09.00 – 21.00		
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 11)		1
If the licensable activities will include the sale or supply of alcohol, please state whether these will	On the premises only	<input type="checkbox"/>

be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 12)	Off the premises only	<input checked="" type="checkbox"/>
	Both	<input type="checkbox"/>

Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment (including, but not limited to lap dancing and pole dancing). (Please see note 13)

n/a We will only be supplying alcohol for OFF sales, no entertainment.

4. Personal licence holders (Please read note 14)		
Do you currently hold a valid personal licence? (Please tick)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If "Yes" please provide the details of your personal licence below.		
Issuing licensing authority		
Licence number		
Date of issue		
Any further relevant details		

5. Previous temporary event notices you have given (Please read note 15 and tick the boxes that apply to you)		
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year	3	
Have you already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

6. Associates and business colleagues (Please read note 16 and tick the boxes that apply to you)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.		
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

7. Checklist (Please read note 17)	
I have: (Please tick the appropriate boxes, where applicable)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	<input checked="" type="checkbox"/>
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	<input type="checkbox"/>
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	<input type="checkbox"/>
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Made or enclosed payment of the fee for the application	<input checked="" type="checkbox"/>
Signed the declaration in Section 9 below	<input checked="" type="checkbox"/>

8. Condition (Please read note 18)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the sale or supply of alcohol that all such supplies are made by or under the authority of the premises user.

## 9. Declarations (Please read note 19)

The information contained in this form is correct to the best of my knowledge and belief.

I understand that it is an offence:

- (i) to knowingly or recklessly make a false statement in or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine of any amount; and
- (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six months, or to both.

Signature	
Date	20 <sup>th</sup> April 2020
Name of Person signing	Anthony Horton

For completion by the licensing authority

## 10. Acknowledgement (Please read note 20)

I acknowledge receipt of this temporary event notice.

Signature	On behalf of the licensing authority
Date	
Name of Officer signing	

Dear Jonathan/Maggie/Marianne,

Please accept this correspondence as our objection to the Late TEN's for 24-25 April 2020 and 27 April – 2 May 2020. We do not consider that the first Notice is valid due to the time requirements. We are objecting to these notices on the grounds of prevention of crime and disorder as we do not have the confidence that you will be able to uphold the licensing conditions as you have been operating your business for some time without a valid premises licence, despite there being a personal licence holder working with your business. We are also concerned that the safeguards proposed are insufficient to safeguard against proxy-sales.

Dorset Police wish to object to the TEN's for 4-9 May 2020, 11-16 May 2020 and 18-23 May 2020 due to concerns that we have that the licensing objective of preventing crime and disorder will not be upheld. We are concerned that this new business is being created to profiteer from the Covid-19 situation and there is a significant risk that alcohol will be purchased by minors and due to the business being previously operated without a valid premises licence we do not have confidence in the applicant being able to uphold all 4 licensing objectives, the most pertinent being the prevention of crime and disorder.

We intend to produce evidence available on social media together with details of intelligence that has been passed to us by members of the public.

In addition, we await an indication from the Licensing Authority as to the action being proposed to be taken in respect of the established business that has been operating for some time without a valid premises licence. We will produce these details as part of our evidence at the hearing.

Regards,

**Gareth Gosling 2551**  
Sergeant

Drug and Alcohol Harm Reduction Team  
Territorial Policing Prevention Department | Bournemouth Police Station, Dorset Police  
E: [gareth.gosling@dorset.pnn.police.uk](mailto:gareth.gosling@dorset.pnn.police.uk) |



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J&A Drinks LTD t/a Drinks 2 Doors

## **AMP**

Alcohol Management Plan

Presented by Marianne Brown (PLH)

## **Business overview**

J&A Drinks is a local alcohol distribution company that have been supporting and supplying the hospitality industry for over 20 years. The company is owned by John and Anthony Horton and situated at Blue Roof Farm, Throop Road, Bournemouth BH8 0DL

Marianne Brown who holds a personal license (License Number BH17735) helped to create Drink 2 Doors when the pandemic lockdown started to offer a simple drink delivery service to homes. This was to try and maintain a small level of business, avoid losing perishable valuable stock and offer a service to keep people safe and at home.

Marianne Brown has been a licensee in the hospitality and event industry for over 20 years. In this time has managed nightclubs, owned pubs and created and organised festivals from 500 up to 30,000 people. She takes being a licensee very seriously and always worked closely with council licensing team and police to ensure the business and events are run professionally with no incidents.

## **Proposed Operations & Services**

Drinks 2 Doors service, to include:

The phone order line will be open 7 days a week from 09.00 – 18.00

Orders placed before 2pm, will (where possible) be delivered the same day with a registered trained delivery driver. All orders taken after will be delivered the next day.

If/when we are operating under the TENS the deliveries will only be delivered Wednesday to Sunday, following the premises license agreement, we intent to offer a service to deliver 7 days a week.

All Payments are made in advance via credit/debit card over the phone or by BACS

## **Ordering Procedures**

All orders are either taken over the phone or through facebook or Instagram messages by Marianne Brown, personal license holder

Most of our customers are people we physically know, through our social media channels and friends.

But for new customers we follow the below procedures when ordering:

When ordering through Social media, we check the person's page and age.

If unsure the customer is over 18, we operate a challenge 25 policy

We ask for DOB - If the customer is under 25, with ask for proof of age.

(Only the below will be accepted)

- Driving License
- Passport
- ID card with photo and hologram



We ask for photo evidence of the above ID, with the customer holding the ID to ensure it is theirs or we facetime the customer to be 100% sure it is correct

**BOLD INSTRUCTIONS** will be added to the delivery note for the driver's instruction

## Delivering Procedures

All the drivers at J&A Drinks LTD will be given training on how to deliver, considering the safety of the driver and the consumer and licensing law (Appendix 1: Driver training record sheet)

We DO NOT leave the delivery with anyone accept the person that is verified over the age of 18 and that ordered

NO delivery is left, without 100% confirmation is it the correct person.

All drivers have a refusal (no delivery) book in the van

## Licensing objectives (Four Licensing Objectives)

We adhere to all the 4 licensing objectives with J&A Drinks LTD/t/a Drinks 2 Doors at all times

### The prevention of crime and disorder

- All payments are made directly to J&A Drinks LTD in advance with a debit or credit card or BACS, so no cash will be exchanged at the door for safety.
- Our registered trained delivery drivers will ensure the delivery is accepted by the correct person before setting off to avoid theft.
- The drivers have been trained to NOT deliver to intoxicated or abusive customers.
- Any customer that is refused an order due to be being intoxicated or abusive will be banned from ordering again.
- All drivers carry a refusal (no delivery) record sheet in the vans

## **Public safety**

- There is no contact with our driver and the public.
- Delivery drivers will stand at a minimum of 2 metre from the customers.
- All drivers will be advised to wear masks, gloves and sanitise.
- All drivers have read and signed the Covid19 training record sheet.

## **The prevention of public nuisance**

- All drivers will be careful with parking, when delivering to the public.
- The driver will ensure they are not blocking roads and leave ample walkways on the public footpaths.

## **The protection of children from harm**

- All orders are placed over the phone to Marianne Brown (Personal License Holder)
- We operate a strict challenge 25 policy (If we are unsure of the age of the person ordering, we ask for DOB and photo proof of ID to be emailed/texted over or order via facetime.
- Although there is no contact with the drivers and the consumer, all our drivers are trained to ensure that the delivery is taken by someone over the legal age of 18.
- No alcohol deliveries will be left with minors



**J&A Drinks LTD**

**Drinks 2 Doors**

## **Drivers Covid19 & Licensing Training Record Sheet**

For your safety and for the safety of the consumer, you **MUST** adhere to these points at all times.

*When read and understood, please sign and date*

### **Covid19 – Safety for you and the customer**

- Always wear PPE gloves and masks when delivering to the public
- Stand 2 metres away from the consumer at all times (Social distancing)
- All payments for drinks are made in advance of delivery; do not accept cash from the customer.
- All drivers to have sanitiser in their vans

### **Delivery instructions and licensing objectives**

- Check the delivery note for any instructions.
- Place delivery outside the door, ring/knock – and then stand away. If no one answers – please call the customer and arrange a suitable time for the delivery
- Ask the customer's name – check it is the correct one on the delivery note – **DO NOT** leave it with anyone else
- Check the delivery note for **ID requirements** – We operate a Challenge 25 policy.
- If when the order was taken, we are unsure of the age of the consumer, we will require you to check the age. Only ID with photo is acceptable. (Drivers licence, Passport or ID with hologram sticker) Ask for DOB (over 18) and check photo
- If in doubt, **DO NOT** leave the delivery
- If you cannot deliver, please fill in the refusal (no deliver) book, with why?
- **DO NOT LEAVE DELIVERY UNLESS YOU HAVE SEEN THE CUSTOMER**
- If the customer is seriously intoxicated, **DO NOT** leave the delivery with them, return to warehouse and inform a manager immediately, who will deal with the situation.
- If the customer becomes abusive, **DO NOT** put yourself in danger- call the manager, who will inform the police

It is a criminal offence to sell alcohol to minors or intoxicated people and please be aware, that failure to adhere to the above will result in Drinks 2 Doors being fined and you will be dismissed from the company.

Name

Sign

Date



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